

CITY OF COVINA, CALIFORNIA

Adopted Budget

For fiscal year 2013-2014



Walter Allen, III, Mayor

Peggy Delach
Mayor Pro Tem

Jorge Marquez
Council Member



John C. King
Council Member

Kevin Stapleton
Council Member

Daryl Parrish, City Manager

Prepared by the City of Covina Finance Department

CITY OF COVINA, CALIFORNIA

Adopted Budget

For Fiscal Year 2013-2014

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CITY OF COVINA

To the Covina City Council/Successor Agency Board and Community

The City of Covina has not been immune to the financial crisis of the “great recession” and the stresses of balancing the growing needs of the community with limited resources. The challenge of forecasting resources accurately has been difficult especially in the aftermath of the dissolution of Redevelopment Agencies. However the City is fortunate that it has a balanced mix of revenues comprised primarily of taxes and charges for services that enables staff to project the results based on best practices. We use historical data as well as current trends and data from sales tax and property tax consultants that gather information from the County of Los Angeles and the State Board of Equalization for the purposes of projections. This conservative methodology has proven to be close to actual results when yearend data is tabulated. We shall continue to employ this best practice into the future.

While best practice is to produce a balanced budget using ongoing resources to meet the ongoing uses of funds, external pressures that are not controlled by the City are challenging this concept. The external pressures primarily are (i) the contract with Los Angeles County Fire for Fire/Paramedic services and (ii) the increasing costs associated with the Public Employment Retirement System (PERS).

- (i) In March 2013, LA County Fire notified the City that the cost of service for the upcoming fiscal year will increase by approximately \$82,000. County Fire further notified the City on May 23rd of a 4.1% or an approximately \$242,000 increase to their contract for the 2013-2014 fiscal year *in addition* to the March notice of \$82,000. Staff presented this challenge to the Council at the May 28th budget workshop and direction was given to meet with County Fire and open a dialog to seek relief from this increase. City Manager, Finance Director and Management Analyst participated in a conference call with staff from County Fire on June 12th and the City was notified that County Fire will defer the second increase of \$242,000 to fiscal year 2014-2015 given that County Fire did not abide by the contract and notice the City of this increase within 90 days of the start of the new fiscal year. While the City welcomes this relief, it must be noted that this only moves the burden from the 2013-2014 fiscal year to the 2014-2015 year. Staff was also notified that there is a tentative agreement for salary increases for fire personnel, which will have a significant impact to costs in the second year (2014-2015). The City Manager urged County Fire and they agreed to coordinate a meeting with all contract cities to address the growing cost of fire service as well as discuss potential revenue opportunities that could help mitigate the cost.
- (ii) The cost increases passed through to us by PERS is an even bigger challenge since there is no negotiation that can take place relative to the new rates. The rates established are based on the cost of payroll, age of the workforce, benefit level and a host of other factors. It should be also noted that PERS has made some changes in its calculation methodology that will result in further rate increases effective with the 2015-2016 fiscal year. Some of the factors that play a part for this rate increase are (a) longevity of retirees, (b) change in the methodology of smoothing out gains and losses in the investment portfolio from 15 years to 5 years and (c) the change in the discount rate from 7.5% to 7.25%. The discount rate is the rate that the actuary has determined as the gain in the investment portfolio. A pressure created by a low mortality rate is also a contributing factor to the rate established by PERS for 2013-2014. These issues will play a major role in higher rates for a long period of time. The current employer retirement rates are as follows: Public Safety employees - 20.511% (2.705% increase from 2012-2013) and Miscellaneous employees - 17.922% (1.434% increase from 2012-2013).

The General Fund operating expenses increased approximately \$42,000 or 0.71% over the prior fiscal year. This is further proof that while the costs that we have no control over have increased, Department Heads under the direction of the City Manager have maintained high levels of service with minimal increases to their budgets. On May 28, 2013, staff presented a budget overview to the City Council that indicated the General Fund shall have a deficit of \$360,000. Since that time, staff have done further evaluations and taken advantage of one-time opportunities and the temporary relief from County Fire to balance this budget. As indicated during the budget presentation, the Successor Agency to the Covina Redevelopment Agency has approximately \$5,973,000 in bond proceeds that must be spent on projects. We will coordinate a plan on a stand-alone workshop to discuss the list of projects identified by staff and work through a priority list. Standard budgeting practices allows up to 10% of the project costs to be allocated to program administration. It is expected that a significant amount of staff time will be allocated to plan, oversee and administer the various construction contracts and an amount of \$500,000 is recommended as a chargeback/recovery of costs.

Even though we present a balanced budget, there are challenges that needs to be identified and will require a plan to fund ongoing costs in future years.

GENERAL OVERVIEW

A City's budget reflects the goals and objectives of the City Council and is the foundation upon which the operation of the City is predicated. These recommendations fall within the parameters established by the Council policy direction.

A sampling of the results from previous and ongoing goals are as follows:

- Balanced budget.
- Purchased a new Library cataloging system.
- Successful implementation of the Family Place grant for the Library.
- Received a grant of \$2,125,750 from the State Parks and Recreation Prop 84 grant program to build a new recreational facility which will be named "Cougar Park."
- Clean audit.
- Completion of new aluminum roof and rehabilitation of the City's oldest reservoir, Cypress Reservoir, which was built in 1896 and has a 1.45 million gallon capacity.
- Third annual Green Fair to promote sustainability in our community.
- While crime trends regionally were on the rise, crime rate in Covina remained static from last year.
- Amplified our on-line capabilities to provide more services to the community.
- Retained a third party vendor to recover outstanding parking fines, recovering \$250,000 in previously unpaid parking fines.
- Completion of the upgrade to the CNG fuel station at the City Yard, increasing its fill rate and capacity. This will encourage more public use (increased sales), especially for larger fleets in the area. The CNG station will be reopened to the public on June 18th.

There are many other great accomplishments and goals for the next year for each department that will be included in the narrative at the activity level of the final budget document. The *Covina Strategic Plan* was originally approved by the City Council on May 16, 2006 and was last updated on April 3, 2013 and includes the following components:

- Mission Statement for the City of Covina
- Three-year goals
- Matrix – most current Strategic Plan follow-up matrix dated April 5, 2012
- Analysis of strengths, weaknesses, opportunities and threats
- Outline of the strategic planning element

The Mission Statement developed for the City is: **“The City of Covina provides responsive municipal services and manages public resources to enhance the quality of life for our community”.**

The current three-year goals are: 1) enhance customer service, 2) enhance financial well-being, 3) enhance safety and quality of life in Covina, and 4) foster innovation and efficiency,

The following is a summary of the 2013-2014 budget for the City and Successor Agency:

Total City and Successor Agency Revenues

	City		Successor	
	General	Restricted	Agency	Total
Revenues				
Taxes	\$ 25,721,000	\$ 54,390	\$ 4,773,670	\$ 30,549,060
Licenses and Permits	572,000	81,660	-	653,660
Intergovernmental	844,830	5,971,990	-	6,816,820
Charges for Services	2,131,440	564,380	700,840	3,396,660
Fines and Forfeits	751,000	219,220	-	970,220
Special Assessments	-	2,467,500	-	2,467,500
Water Revenue	-	9,561,000	-	9,561,000
Refuse/Waste Revenue	-	903,000	-	903,000
Central Equipment Charges	-	1,417,800	-	1,417,800
Investment Earnings	150,000	304,180	260	454,440
Miscellaneous	276,250	142,910	-	419,160
Other Financing Sources	820,000	75,000	-	895,000
Total Revenues	\$ 31,266,520	\$ 21,763,030	\$ 5,474,770	\$ 58,504,320

Total City and Successor Agency Appropriations

	City		Successor	
	General	Restricted	Agency	Total
Expenditures				
General Government	\$ 69,690	\$ 381,800	\$ -	\$ 451,490
Public Safety:				
Police Services	15,685,050	623,880	-	16,308,930
Fire Safety Services	8,118,610	-	-	8,118,610
Public Works	1,658,220	3,048,670	-	4,706,890
Culture and Recreation:				
Parks and Recreation	3,213,010	54,300	-	3,267,310
Library Services	1,231,660	61,550	-	1,293,210
Community Development	970,940	-	-	970,940
Transit	-	2,124,990	-	2,124,990
Redevelopment and Housing	-	428,300	-	428,300
Successor Agency	-	-	1,114,460	1,114,460
Water Utility	-	14,603,840	-	14,603,840
Environmental Protection	-	1,193,130	-	1,193,130
Sewer Utility	-	11,187,330	-	11,187,330
Central Equipment	-	1,957,520	-	1,957,520
Management Information Systems	-	282,980	-	282,980
Miscellaneous	67,270	199,480	-	266,750
Debt Service	-	1,296,060	3,722,030	5,018,090
Other Financing Uses	75,000	-	500,000	575,000
Total Expenditures	<u>\$ 31,089,450</u>	<u>\$ 37,443,830</u>	<u>\$ 5,336,490</u>	<u>\$ 73,869,770</u>
Net Increase/(Decrease) in Fund Balance	<u>\$ 184,840</u>	<u>\$ (15,622,890)</u>	<u>\$ 138,280</u>	<u>\$ (15,299,770)</u>

The overall budget appropriation of \$73,869,770 represents a \$4,430,180 or 5.7% decrease from the previous year. The decrease is primarily attributed to the reduction in capital projects in Water and Wastewater. The General Fund budget appropriation of \$31,089,450 represents a \$1,040,940 increase from the previous year or 3.5%. The primary contributing factors to this increase is the cost of the employer share of PERS by \$378,000 and approximately \$500,000 as a result of the change in the basis for Indirect Cost Allocation as required by the updated model. After negotiations with County Fire, the majority of their contract increase has been deferred to FY 2014-15 giving staff time to have more in-depth meetings to negotiate costs of service and other non-first responder costs as well as potential revenue opportunities.

Budget Philosophy

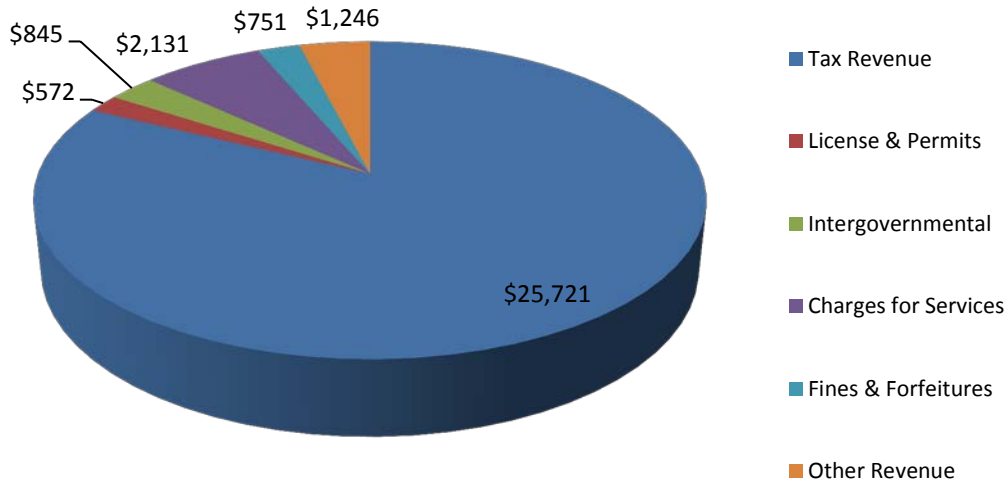
The budget philosophy is directed at programs to assist elected officials and citizens in identifying financial and program results, evaluating past program resource decisions, facilitating qualitative improvements in future decisions regarding resource allocation and service delivery options, and communicating service and program results to the community. The budget format includes actual results for fiscal years 2010-2011 and 2011-2012, the adopted budget for fiscal year 2012-2013, the base budget to continue the established basic service level, and the recommended budget for fiscal year 2013-2014, which reflects any service level changes. This distinguishes appropriation increases or decreases attributed to the current service level (base) versus the recommended service level.

GENERAL FUND

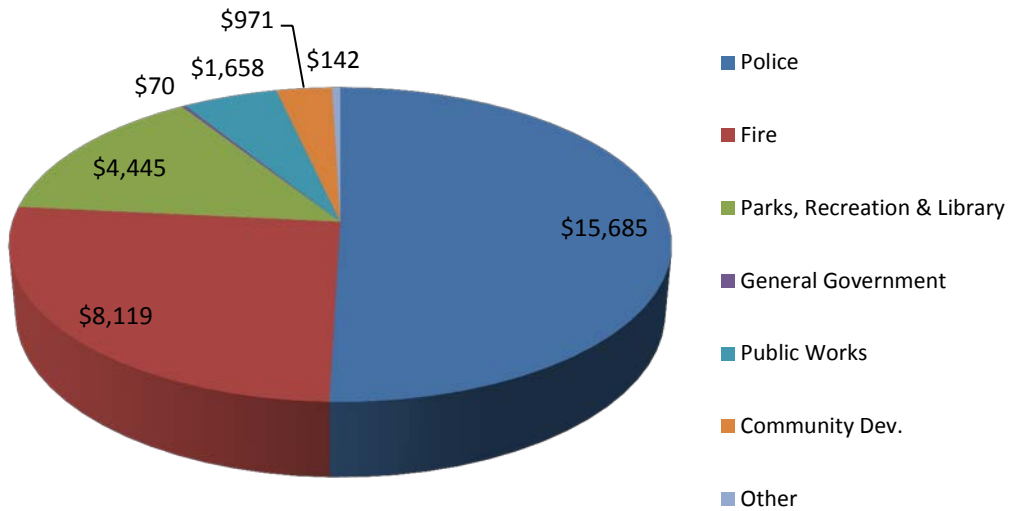
The following is a summary of the 2013-2014 General Fund budget:

	<u>Actual 2010-2011</u>	<u>Actual 2011-2012</u>	<u>Budget 2012-2013</u>	<u>Base 2013-2014</u>	<u>Recommended 2013-2014</u>
Revenues					
Taxes	23,955,049	22,769,777	24,791,630	25,721,000	25,721,000
Licenses and Permits	538,623	609,269	494,000	572,000	572,000
Intergovernmental	944,248	853,140	804,590	844,830	844,830
Charges for Services	2,206,062	2,384,181	2,229,930	2,089,210	2,131,440
Fines and Forfeits	710,363	744,915	811,000	751,000	751,000
Investment Earnings	199,121	26,126	250,000	150,000	150,000
Miscellaneous	198,171	631,606	338,800	276,250	276,250
Other Financing Sources	<u>721,903</u>	<u>714,905</u>	<u>264,000</u>	<u>320,000</u>	<u>820,000</u>
Total Revenues	<u>29,473,540</u>	<u>28,733,919</u>	<u>29,983,950</u>	<u>30,724,290</u>	<u>31,266,520</u>
Expenditures					
General Government	3,465,533	1,653,896	133,120	69,690	69,690
Public Safety:					
Police Services	12,611,940	14,387,148	14,787,390	15,635,050	15,685,050
Fire Safety Services	7,394,787	7,493,554	8,105,550	8,360,850	8,118,610
Public Works	908,804	1,664,244	1,818,050	1,658,220	1,658,220
Culture and Recreation:					
Parks and Recreation	2,555,003	2,744,175	2,850,810	3,032,700	3,213,010
Library Services	930,740	1,019,848	1,117,450	1,231,660	1,231,660
Community Development	446,849	413,565	993,510	970,940	970,940
Miscellaneous	9,725	41,698	92,630	67,270	67,270
Debt Service	-	112,741	-	-	-
Environmental	24,383	-	-	-	-
Other Financing Uses	<u>241,091</u>	<u>33,817</u>	<u>50,000</u>	<u>75,000</u>	<u>75,000</u>
Total Expenditures	<u>28,588,855</u>	<u>29,564,687</u>	<u>29,948,510</u>	<u>31,101,380</u>	<u>31,089,450</u>
Net Increase (Decrease)	<u>884,685</u>	<u>(830,768)</u>	<u>35,440</u>	<u>(377,090)</u>	<u>177,070</u>

General Fund Revenue \$31,266,520



General Fund Appropriations \$31,089,450



The General Fund accounts for the resources and expenditures used to carry out basic governmental activities of the City such as general government, public safety, public works, culture and recreation, and community development. Revenues include taxes, licenses and permits, intergovernmental, charges for services, fines and forfeits, investment earnings and other miscellaneous revenue.

Revenues

Estimated 2013-2014 General Fund revenues are \$31,266,520 in comparison to the adopted budget of \$29,983,950 for the prior fiscal year. The \$1,332,570 or 4.4% increase in revenues is attributed primarily to the following:

- Increase in Sales Tax - \$372,000
- Increase in Property Tax - \$326,600
- Other Financing Sources - \$566,000

Taxes of \$25,721,000 are the largest source of revenue and represents 84% of the General Fund resources. Charges for services of \$2,089,210 is the second largest revenue source and includes fees for general services, police, public works, parks and recreation and library services.

The remaining General Fund revenues of \$3,434,100 include licenses and permits, intergovernmental revenue, fines and forfeits, investment earnings and other miscellaneous revenues.

Expenditures

The General Fund budget appropriation of \$31,089,450 represents a \$1,008,450 increase from the previous year. The primary contributing factors to this increase is the cost of employer share of PERS by \$378,000, approximately \$500,000 as a result of the change in the basis of Indirect Cost Allocation as required by the updated model, and the LA County Fire contract of approximately \$85,000.

Departments have been diligent in scrutinizing their operations and have made their appropriation requests with the intent on maintaining the current level of service. Due to the limited resources, departments have not been able to enhance the current service levels.

General Fund – Fund Balance

The fund balance of the General Fund as recommended is projected to be \$10.537 million as of June 30, 2013. This unreserved designations amount is further designated by the City as follows:

Established by management intent:

- | | |
|---|---------------|
| ▪ Emergency Contingency 20% of operating expenditures | \$6.0 million |
| ▪ Undesignated | \$4.5 million |

ENTERPRISE FUNDS

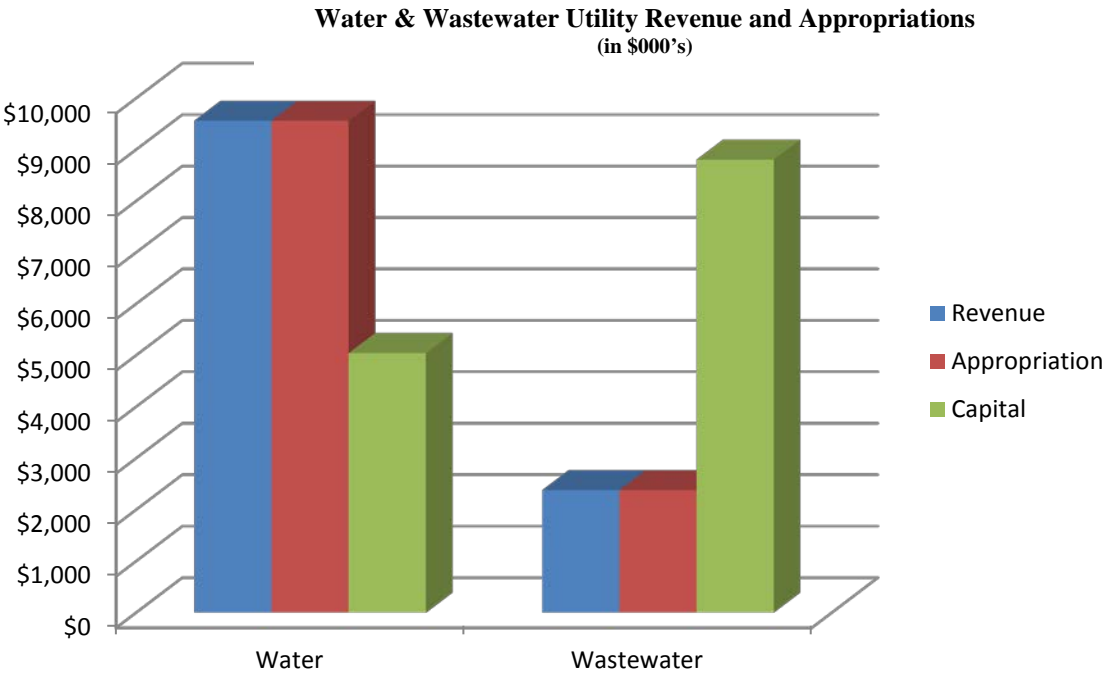
Enterprise Funds account for revenues derived from business type activities and charges for services. The Enterprise Funds are primarily;

- Water Operations and Capital
- Wastewater
- Environmental

The Water Utility Fund manages the supply, distribution and other activities related to potable and fire

suppression water to all customers of the utility system. The system encompasses approximately 66% of the City of Covina and portions of the City of West Covina and unincorporated Los Angeles County. The Water Utility and Water Capital Funds are projecting revenues of \$9,561,000 against an appropriation of \$14,603,840. The difference between revenues and appropriations is primarily capital projects funded by bond proceeds on hand.

The Sewer Utility Fund manages the infrastructure of the sewer system throughout the City of Covina. The Sewer Utility Fund is projecting revenues of \$2,380,000 against an appropriation of \$11,187,330. The difference between revenues and appropriations is primarily capital projects funded by bond proceeds on hand.



RESTRICTED FUNDS

Restricted funds account for revenues derived from specific taxes, intergovernmental, charges for services and other earmarked revenue sources. They are usually required by statute or local ordinance and/or resolution to finance particular functions, or activities. Designated funds of the City are as follows:

- CDBG
- Law Enforcement Grant
- State Gas Tax
- Transit
- Air Quality
- Municipal Parking District
- Lighting District
- Landscape District
- Sewer District
- Community Facilities District
- Library Grant
- City Donation
- Transportation
- Development Impact
- Shoppers Lane Parking District
- Central Equipment
- Management Information Systems

Certain restricted funds do not generate sufficient revenues to fund ongoing costs. These funds include law enforcement grants, lighting and landscape districts, library grants and the Shoppers Lane Parking District.

CAPITAL PROJECTS

The following is a list of Capital projects primarily funded by bond proceeds in the Enterprise Funds and Internal Service Fund (Information Technology);

- Sewer main replacement at Vincent Avenue and new sewer main at Charter Drive
- Completion of new aluminum roof and rehabilitation of the City's oldest reservoir, Cypress Reservoir, which was built in 1896 and has a 1.45 million gallon capacity
- Fiber optics to various City facilities.

SUCCESSOR AGENCY TO THE COVINA REDEVELOPMENT AGENCY (SACRA)

As part of the fiscal year 2011-2012 State of California budget, the legislature proposed through AB 1x26 (Dissolution Act) the elimination of Redevelopment Agencies throughout the State. This move was challenged through the judicial process and in December 2011, the State Supreme Court upheld the legislature's proposal. With the passage of AB 1x26, the Covina Redevelopment Agency was dissolved and the Successor Agency to the Covina Redevelopment Agency was formed. This body's primary responsibility is to wind down the Covina Redevelopment Agency and receive updates from staff relative to ongoing debt service payments and other business activities.

During the course of the next fiscal year, 2012 – 2013, as part of the state budget package, AB 1484 was signed into law. The Bill's purpose is to make technical and substantive amendments to ABx126 based on experience at the state and local level in implementing the Dissolution Act. AB 1484 requires those involved in the redevelopment wind down process to learn and implement some significant new rules of conduct. One such item is the preparation of a Long Range Property Management Plan (LRPMP) by the Successor Agency. Upon receiving approval from the Oversight Board and the Department of Finance (DOF) the Covina Successor Agency will then be able to sell Successor Agency properties, from which the proceeds will be distributed amongst the taxing entities, including the City of Covina General Fund. Prior to submittal of the LRPMP, a Finding of Completion must be granted to the Successor Agency by DOF. The Covina Successor Agency has received the Finding of Completion from the DOF, thereby allowing for the preparation and submittal of the LRPMP.

Long lasting impacts of the redevelopment wind down process continue to affect Successor Agencies. The single largest impact is that previously collected tax increment and 20% housing set aside funds used by the Agency are not available for Housing and Economic Development activities. Under the new rules tax increment is collected by the County of Los Angeles and only those payments meeting contractual obligations on an approved Recognized Obligation Payment Schedule (ROPS) are passed through to the Successor Agency. The remaining tax increment is distributed to all other taxing entities within the jurisdiction of the previously existing Redevelopment Agency including the City of Covina General Fund. This budget only includes pass through payments from the County that are listed on our approved ROPS.

The State Controller's Office has determined that a loan of \$2,654,430 paid back to the General Fund in May and July 2011 is in violation of ABX1 26. The loan between the City and the former Redevelopment Agency was entered into in 2010 as part of the fiscal year 2010-2011 budget with a payback schedule of May through July 2011. ABX1 26 first approved by the legislature as part of the 2011-12 State budget was challenged in court by Redevelopment Agencies but was upheld by the California Supreme Court in December 2011 to be effective retroactive to January 2011. As a result, the funds repaid to the General Fund have been

disallowed. The State Controller's Office has requested these funds to be returned to the Successor Agency, but a specific date has not been determined. Staff will work with legal counsel to seek every possible avenue to have this finding overturned due to the severe impact this will have on the General Fund reserves and its ability to continue to provide ongoing critical services.

Respectively Submitted,

A handwritten signature in dark ink, consisting of a large, loopy 'D' followed by a horizontal line and a small flourish.

Daryl Parrish
City Manager/Agency Executive Director

CITY OF COVINA, CALIFORNIA
List of Principal Officials
2013-2014

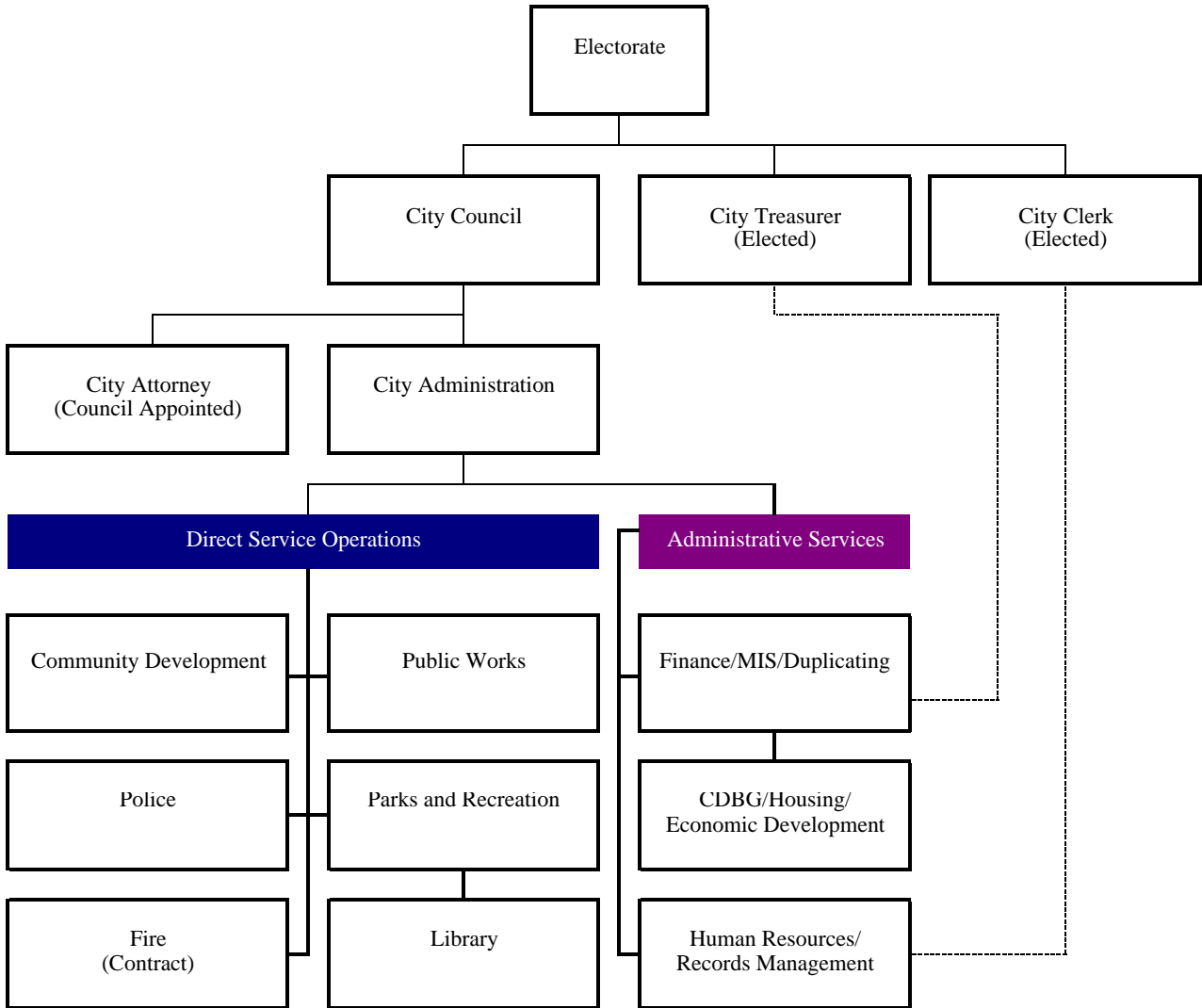
<u>Elected Officials</u>	<u>Term Expires</u>
Mayor: Walter Allen III	March 2015
Mayor Pro Tem: Peggy Delach	March 2015
Council Members: John C. King	March 2015
Jorge Marquez	March 2017
Kevin Stapleton	March 2017
City Clerk: * Mary Lou Walczak	March 2017
City Treasurer: Geoffrey Cobbett	March 2017
 <u>Administrative Staff</u>	 <u>Date of Hire</u>
City Manager: * Daryl Parrish	June 2009
City Attorney: * Marco Martinez	September 2010
Finance Director: Dilu de Alwis	September 2009
Human Resources Director: Anthony Arroyo	September 2009
Police Chief: Kim Raney	December 1977
Fire Chief: ** Daryl L. Osby	February 2011
Interim Public Works Director: Kalieh Honish	December 2006
Parks and Recreation Director: Amy Hall-McGrade	July 1983

* Appointed by City Council

** Appointed by Los Angeles County Fire District

CITY OF COVINA, CALIFORNIA

Organizational Chart



———— Direct Authority
----- Functional Authority

CITY OF COVINA, CALIFORNIA

2013-2014 Budget

Budget Summary by Fund

	2010 - 2011 Actual	2011 - 2012 Actual	2012 - 2013 Revised	2013 - 2014 Adopted
GENERAL FUND				
Revenues				
Taxes	23,955,049	22,769,777	25,016,630	25,721,000
Licenses and Permits	538,623	609,269	494,000	572,000
Intergovernmental	944,248	853,140	804,590	844,830
Charges for Services	2,206,062	2,384,181	2,350,930	2,131,440
Fines and Forfeits	710,363	744,915	811,000	751,000
Enterprise/Internal Service	857	39	-	-
Investment Earnings	199,121	26,126	190,000	150,000
Miscellaneous	198,171	631,568	338,800	276,250
Other Financing Sources	721,903	714,905	304,500	870,000
Total Revenues	<u>29,474,395</u>	<u>28,733,919</u>	<u>30,310,450</u>	<u>31,316,520</u>
Expenditures				
General Government	3,465,533	1,619,345	343,017	59,690
Public Safety	20,006,726	21,880,818	23,013,579	23,803,660
Public Works	1,096,562	2,057,737	2,223,676	2,127,920
Culture and Recreation	3,485,744	3,764,007	4,014,260	4,394,670
Community Development	259,092	16,383	648,080	576,240
Miscellaneous	9,725	76,074	117,630	77,270
Debt Service	-	112,741	-	-
Other Financing Sources	-	33,817	-	-
Environmental Service	24,383	-	-	-
Total Expenditures	<u>28,347,765</u>	<u>29,560,922</u>	<u>30,360,242</u>	<u>31,039,450</u>
Net Increase (Decrease) in Fund Balance	<u>1,126,630</u>	<u>(827,003)</u>	<u>(49,792)</u>	<u>277,070</u>
CDBG AND HOUSING				
Revenues				
Intergovernmental	<u>530,126</u>	<u>757,808</u>	<u>704,366</u>	<u>428,290</u>
Total Revenues	<u>530,126</u>	<u>757,808</u>	<u>704,366</u>	<u>428,290</u>
Expenditures				
CDBG and Housing	<u>530,135</u>	<u>757,814</u>	<u>820,053</u>	<u>428,300</u>
Total Expenditures	<u>530,135</u>	<u>757,814</u>	<u>820,053</u>	<u>428,300</u>
Net Increase (Decrease) in Fund Balance	<u>(8)</u>	<u>(6)</u>	<u>(115,687)</u>	<u>(10)</u>

CITY OF COVINA, CALIFORNIA
2013-2014 Budget
Budget Summary by Fund

	2010 - 2011 Actual	2011 - 2012 Actual	2012 - 2013 Revised	2013 - 2014 Adopted
BUILDING EQUIPMENT RESERVE				
Revenues				
Charges for Services	2,857	3,409	-	-
Investment Earnings	381	154	-	-
Total Revenues	3,238	3,563	-	-
Expenditures				
Public Works	-	-	20,500	-
Total Expenditures	-	-	20,500	-
Net Increase (Decrease) in Fund Balance	3,238	3,563	(20,500)	-
COMMUNITY IMPROVEMENT FUND				
Revenues				
Charges for Services	-	-	-	195,000
Fines and Forfeits	6,739	79,646	-	25,000
Investment Earnings	1,894	1,118	-	-
Miscellaneous	62,846	35,334	40,500	35,000
Total Revenues	71,479	116,098	40,500	255,000
Expenditures				
Public Works	1,556	54,336	36,660	181,730
Total Expenditures	1,556	54,336	36,660	181,730
Net Increase (Decrease) in Fund Balance	69,923	61,763	3,840	73,270
COMMUNITY FACILITIES DISTRICT				
Revenues				
Special Assessments	6,782	15,283	28,257	35,000
Total Revenues	6,782	15,283	28,257	35,000
Expenditures				
Culture and Recreation	-	240	110	9,010
CDBG and Housing	4,875	4,623	7,581	35,000
Total Expenditures	4,875	4,863	7,691	44,010
Net Increase (Decrease) in Fund Balance	1,907	10,420	20,565	(9,010)

CITY OF COVINA, CALIFORNIA
2013-2014 Budget
Budget Summary by Fund

	2010 - 2011 Actual	2011 - 2012 Actual	2012 - 2013 Revised	2013 - 2014 Adopted
LIBRARY EQUIPMENT RESERVE				
Revenues				
Charges for Services	3,026	2,490	3,000	3,000
Investment Earnings	210	73	-	-
Total Revenues	<u>3,236</u>	<u>2,563</u>	<u>3,000</u>	<u>3,000</u>
Expenditures				
Culture and Recreation	<u>5,965</u>	<u>1,990</u>	<u>2,060</u>	<u>370</u>
Total Expenditures	<u>5,965</u>	<u>1,990</u>	<u>2,060</u>	<u>370</u>
Net Increase (Decrease) in Fund Balance	<u>(2,729)</u>	<u>574</u>	<u>940</u>	<u>2,630</u>
DOWNTOWN DISTRICT				
Revenues				
Taxes	<u>7,375</u>	<u>7,980</u>	<u>8,750</u>	<u>8,750</u>
Total Revenues	<u>7,375</u>	<u>7,980</u>	<u>8,750</u>	<u>8,750</u>
Expenditures				
Miscellaneous	<u>6,125</u>	<u>-</u>	<u>8,750</u>	<u>8,750</u>
Total Expenditures	<u>6,125</u>	<u>-</u>	<u>8,750</u>	<u>8,750</u>
Net Increase (Decrease) in Fund Balance	<u>1,250</u>	<u>7,980</u>	<u>-</u>	<u>-</u>
PROSPERO PARK DISTRICT				
Revenues				
Taxes	8,620	8,289	9,000	9,000
Investment Earnings	<u>27</u>	<u>4</u>	<u>-</u>	<u>-</u>
Total Revenues	<u>8,647</u>	<u>8,293</u>	<u>9,000</u>	<u>9,000</u>
Expenditures				
Miscellaneous	<u>7,398</u>	<u>9,046</u>	<u>9,000</u>	<u>9,000</u>
Total Expenditures	<u>7,398</u>	<u>9,046</u>	<u>9,000</u>	<u>9,000</u>
Net Increase (Decrease) in Fund Balance	<u>1,249</u>	<u>(753)</u>	<u>-</u>	<u>-</u>

CITY OF COVINA, CALIFORNIA
2013-2014 Budget
Budget Summary by Fund

	2010 - 2011 Actual	2011 - 2012 Actual	2012 - 2013 Revised	2013 - 2014 Adopted
LAW ENFORCEMENT SPECIAL REVENUE				
Revenues				
Intergovernmental	220,417	350,695	527,371	116,120
Charges for Services	17,703	65,571	36,000	36,000
Fines and Forfeits	396,149	286,733	194,220	194,220
Investment Earnings	10,804	4,039	-	-
Total Revenues	<u>645,072</u>	<u>707,037</u>	<u>757,591</u>	<u>346,340</u>
Expenditures				
Public Safety	<u>560,939</u>	<u>770,283</u>	<u>1,129,855</u>	<u>623,880</u>
Total Expenditures	<u>560,939</u>	<u>770,283</u>	<u>1,129,855</u>	<u>623,880</u>
Net Increase (Decrease) in Fund Balance	<u>84,134</u>	<u>(63,245)</u>	<u>(372,264)</u>	<u>(277,540)</u>
STATE GAS TAX				
Revenues				
Intergovernmental	1,226,661	1,376,829	1,283,900	1,446,600
Investment Earnings	<u>4,475</u>	<u>5,135</u>	<u>9,900</u>	<u>9,900</u>
Total Revenues	<u>1,231,135</u>	<u>1,381,964</u>	<u>1,293,800</u>	<u>1,456,500</u>
Expenditures				
Public Works	<u>813,190</u>	<u>861,500</u>	<u>1,065,240</u>	<u>1,063,660</u>
Total Expenditures	<u>813,190</u>	<u>861,500</u>	<u>1,065,240</u>	<u>1,063,660</u>
Net Increase (Decrease) in Fund Balance	<u>417,945</u>	<u>520,464</u>	<u>228,560</u>	<u>392,840</u>
TRAFFIC CONGESTION RELIEF				
Revenues				
Investment Earnings	<u>12,691</u>	<u>4,560</u>	<u>-</u>	<u>-</u>
Total Revenues	<u>12,691</u>	<u>4,560</u>	<u>-</u>	<u>-</u>
Expenditures				
Public Works	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Expenditures	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Increase (Decrease) in Fund Balance	<u>12,691</u>	<u>4,560</u>	<u>-</u>	<u>-</u>

CITY OF COVINA, CALIFORNIA
2013-2014 Budget
Budget Summary by Fund

	2010 - 2011 Actual	2011 - 2012 Actual	2012 - 2013 Revised	2013 - 2014 Adopted
TRANSIT				
Revenues				
Intergovernmental	1,695,141	1,819,000	3,682,510	3,642,990
Charges for Services	239,104	287,568	181,200	231,200
Investment Earnings	30,398	11,622	10,000	10,000
Miscellaneous	73	4	-	-
Other Financing Sources	243,494	-	-	-
Total Revenues	<u>2,208,210</u>	<u>2,118,195</u>	<u>3,873,710</u>	<u>3,884,190</u>
Expenditures				
Streets	103,930	762,003	23,000	23,000
Transit	1,212,925	1,819,188	2,431,939	2,124,990
Total Expenditures	<u>1,316,855</u>	<u>2,581,192</u>	<u>2,454,939</u>	<u>2,147,990</u>
Net Increase (Decrease) in Fund Balance	<u>891,355</u>	<u>(462,997)</u>	<u>1,418,771</u>	<u>1,736,200</u>
AIR QUALITY				
Revenues				
Intergovernmental	54,308	60,281	239,090	185,590
Investment Earnings	3,200	1,380	4,100	1,380
Other Financing Sources	-	6,653	-	-
Total Revenues	<u>57,508</u>	<u>68,314</u>	<u>243,190</u>	<u>186,970</u>
Expenditures				
Public Works	28,285	30,053	482,300	243,030
Total Expenditures	<u>28,285</u>	<u>30,053</u>	<u>482,300</u>	<u>243,030</u>
Net Increase (Decrease) in Fund Balance	<u>29,223</u>	<u>38,261</u>	<u>(239,110)</u>	<u>(56,060)</u>
CULTURAL ARTS				
Revenues				
Charges for Services	-	945	6,020	4,550
Investment Earnings	33	4	-	-
Miscellaneous	101	1,065	3,520	5,370
Total Revenues	<u>134</u>	<u>2,014</u>	<u>9,540</u>	<u>9,920</u>
Expenditures				
Culture and Recreation	679	3,800	9,790	14,130
Total Expenditures	<u>679</u>	<u>3,800</u>	<u>9,790</u>	<u>14,130</u>
Net Increase (Decrease) in Fund Balance	<u>(545)</u>	<u>(1,786)</u>	<u>(250)</u>	<u>(4,210)</u>

CITY OF COVINA, CALIFORNIA
2013-2014 Budget
Budget Summary by Fund

	2010 - 2011 Actual	2011 - 2012 Actual	2012 - 2013 Revised	2013 - 2014 Adopted
ENVIRONMENTAL SERVICES GRANT				
Revenues				
Intergovernmental	34,557	225,838	141,780	141,270
Investment Earnings	551	485	-	-
Miscellaneous	-	8,446	-	-
Total Revenues	<u>35,108</u>	<u>234,769</u>	<u>141,780</u>	<u>141,270</u>
Expenditures				
Environmental Services	<u>23,119</u>	<u>200,579</u>	<u>147,090</u>	<u>144,660</u>
Total Expenditures	<u>23,119</u>	<u>200,579</u>	<u>147,090</u>	<u>144,660</u>
Net Increase (Decrease) in Fund Balance	<u>11,989</u>	<u>34,190</u>	<u>(5,310)</u>	<u>(3,390)</u>
MUNICIPAL PARKING DISTRICT				
Revenues				
Taxes	28,644	36,888	24,310	35,240
Intergovernmental	9	10	10	10
Charges for Services	69,917	67,107	69,100	62,100
Investment Earnings	3,301	2,310	1,600	-
Miscellaneous	<u>374,634</u>	<u>(5)</u>	<u>-</u>	<u>-</u>
Total Revenues	<u>476,505</u>	<u>106,310</u>	<u>95,020</u>	<u>97,350</u>
Expenditures				
Public Works	<u>201,868</u>	<u>120,355</u>	<u>117,880</u>	<u>114,770</u>
Total Expenditures	<u>201,868</u>	<u>120,355</u>	<u>117,880</u>	<u>114,770</u>
Net Increase (Decrease) in Fund Balance	<u>274,637</u>	<u>(14,044)</u>	<u>(22,860)</u>	<u>(17,420)</u>
LIGHTING DISTRICT				
Revenues				
Special Assessments	126,017	126,730	122,500	122,500
Other Financing Sources	<u>-</u>	<u>-</u>	<u>50,000</u>	<u>75,000</u>
Total Revenues	<u>126,017</u>	<u>126,730</u>	<u>172,500</u>	<u>197,500</u>
Expenditures				
Public Works	<u>208,827</u>	<u>270,105</u>	<u>233,050</u>	<u>256,310</u>
Total Expenditures	<u>208,827</u>	<u>270,105</u>	<u>233,050</u>	<u>256,310</u>
Net Increase (Decrease) in Fund Balance	<u>(82,809)</u>	<u>(143,375)</u>	<u>(60,550)</u>	<u>(58,810)</u>

CITY OF COVINA, CALIFORNIA
2013-2014 Budget
Budget Summary by Fund

	2010 - 2011 Actual	2011 - 2012 Actual	2012 - 2013 Revised	2013 - 2014 Adopted
LANDSCAPE DISTRICT				
Revenues				
Special Assessments	171,713	168,230	113,900	160,000
Investment Earnings	94	142	1,200	1,200
Total Revenues	171,807	168,372	115,100	161,200
Expenditures				
Public Works	143,616	127,868	130,610	147,670
Total Expenditures	143,616	127,868	130,610	147,670
Net Increase (Decrease) in Fund Balance	28,191	40,504	(15,510)	13,530
SEWER DISTRICT				
Revenues				
Charges for Services	96,215	-	10,000	10,000
Special Assessments	1,368,215	1,750,241	2,150,000	2,150,000
Investment Earnings	120,851	38,263	220,000	220,000
Total Revenues	1,585,282	1,788,504	2,380,000	2,380,000
Expenditures				
Public Works	710,407	389,397	11,021,308	11,034,800
Debt Service	710,162	731,014	1,484,030	1,448,590
Total Expenditures	1,420,569	1,120,411	12,505,338	12,483,390
Net Increase (Decrease) in Fund Balance	164,713	668,092	(10,125,338)	(10,103,390)
LIBRARY SPECIAL REVENUE				
Revenues				
Intergovernmental	37,587	19,249	8,620	11,120
Investment Earnings	-	59	-	-
Miscellaneous	30,883	(18,607)	6,000	4,500
Other Financing Sources	-	33,817	-	-
Total Revenues	68,470	34,518	14,620	15,620
Expenditures				
Culture and Recreation	62,618	49,998	82,599	61,180
Total Expenditures	62,618	49,998	82,599	61,180
Net Increase (Decrease) in Fund Balance	5,853	(15,480)	(67,979)	(45,560)

CITY OF COVINA, CALIFORNIA
2013-2014 Budget
Budget Summary by Fund

	2010 - 2011 Actual	2011 - 2012 Actual	2012 - 2013 Revised	2013 - 2014 Adopted
PUBLIC EDUCATION IN GOVERNMENT				
Revenues				
Investment Earnings	367	374	-	-
Miscellaneous	67,746	77,361	45,000	45,000
Total Revenues	68,113	77,735	45,000	45,000
Expenditures				
General Government	33,636	-	7,000	28,800
Total Expenditures	33,636	-	7,000	28,800
Net Increase (Decrease) in Fund Balance	34,477	77,735	38,000	16,200
CITY DONATION				
Revenues				
Intergovernmental	268	-	-	-
Charges for Services	880	2,060	3,000	3,530
Investment Earnings	5,274	3,337	-	-
Miscellaneous	45,521	16,317	54,620	53,040
Other Financing Sources	(5,114)	-	-	-
Total Revenues	46,829	21,713	57,620	56,570
Expenditures				
Culture and Recreation	19,680	14,132	40,734	40,170
Total Expenditures	19,680	14,132	40,734	40,170
Net Increase (Decrease) in Fund Balance	27,149	7,581	16,886	16,400
DEVELOPMENT IMPACT FEES				
Revenues				
Charges for Services	211,674	19,786	-	-
Investment Earnings	4,321	2,641	-	-
Total Revenues	215,996	22,426	-	-
Expenditures				
Culture and Recreation	-	-	-	-
Total Expenditures	-	-	-	-
Net Increase (Decrease) in Fund Balance	215,996	22,426	-	-

CITY OF COVINA, CALIFORNIA
2013-2014 Budget
Budget Summary by Fund

	2010 - 2011 Actual	2011 - 2012 Actual	2012 - 2013 Revised	2013 - 2014 Adopted
CAPITAL IMPROVEMENT FUND				
Revenues				
Intergovernmental	249,285	528,147	3,055,057	-
Investment Earnings	4,121	2,495	1,200	1,200
Miscellaneous	265,277	-	-	-
Other Financing Sources	-	-	200,000	1,150,000
Total Revenues	<u>518,682</u>	<u>530,642</u>	<u>3,256,257</u>	<u>1,151,200</u>
Expenditures				
Public Works	-	-	510,000	1,150,000
Total Expenditures	<u>-</u>	<u>-</u>	<u>510,000</u>	<u>1,150,000</u>
Net Increase (Decrease) in Fund Balance	<u>518,682</u>	<u>530,642</u>	<u>2,746,257</u>	<u>1,200</u>
SHOPPERS LANE PARKING DISTRICT				
Revenues				
Taxes	1,423	1,431	1,100	1,400
Charges for Services	-	-	-	5,000
Investment Earnings	4	4	-	-
Total Revenues	<u>1,427</u>	<u>1,435</u>	<u>1,100</u>	<u>6,400</u>
Expenditures				
Public Works	1,100	1,130	1,130	6,220
Total Expenditures	<u>1,100</u>	<u>1,130</u>	<u>1,130</u>	<u>6,220</u>
Net Increase (Decrease) in Fund Balance	<u>327</u>	<u>305</u>	<u>(30)</u>	<u>180</u>
WATER UTILITY				
Revenues				
Water Revenue	8,461,449	10,046,582	8,661,000	9,161,000
Investment Earnings	539,864	1,363,839	35,000	35,000
Miscellaneous	140	41	-	-
Total Revenues	<u>9,001,452</u>	<u>11,410,463</u>	<u>8,696,000</u>	<u>9,196,000</u>
Expenditures				
Water Utility	7,560,603	6,887,021	8,082,083	8,056,180
Debt Service	380,437	885,793	1,354,360	1,050,930
Total Expenditures	<u>7,941,040</u>	<u>7,772,813</u>	<u>9,436,443</u>	<u>9,107,110</u>
Net Increase (Decrease) in Fund Balance	<u>1,060,413</u>	<u>3,637,650</u>	<u>(740,443)</u>	<u>88,890</u>

CITY OF COVINA, CALIFORNIA
2013-2014 Budget
Budget Summary by Fund

	2010 - 2011 Actual	2011 - 2012 Actual	2012 - 2013 Revised	2013 - 2014 Adopted
WATER CAPITAL				
Revenues				
Water Revenue	411,258	468,633	400,000	400,000
Total Revenues	411,258	468,633	400,000	400,000
Expenditures				
Water Capital	507,992	1,657,095	15,966,863	5,008,290
Debt Service	198,812	282,883	500,080	488,440
Total Expenditures	706,805	1,939,978	16,466,943	5,496,730
Net Increase (Decrease) in Fund Balance	(295,546)	(1,471,345)	(16,066,943)	(5,096,730)
ENVIRONMENTAL				
Revenues				
Licenses and Permits	45,286	142,888	53,590	81,660
Charges for Services	13,731	12,768	6,000	14,000
Refuse/Waste Revenue	3,131,595	1,053,089	1,008,430	903,000
Investment Earnings	19,298	2,037	500	500
Miscellaneous	916	18,551	80,000	-
Other Financing Sources	24,383	-	-	-
Total Revenues	3,235,209	1,229,333	1,148,520	999,160
Expenditures				
Environmental Protection	3,044,626	1,028,260	1,093,260	1,048,470
Total Expenditures	3,044,626	1,028,260	1,093,260	1,048,470
Net Increase (Decrease) in Fund Balance	190,583	201,073	55,260	(49,310)
CENTRAL EQUIPMENT				
Revenues				
Central Equipment Charges	1,391,242	1,469,894	1,275,900	1,417,800
Investment Earnings	11,869	4,417	25,000	25,000
Miscellaneous	-	10,013	-	-
Total Revenues	1,403,111	1,484,324	1,300,900	1,442,800
Expenditures				
Central Equipment	1,571,147	1,354,314	1,966,283	1,957,520
Total Expenditures	1,571,147	1,354,314	1,966,283	1,957,520
Net Increase (Decrease) in Fund Balance	(168,036)	130,010	(665,383)	(514,720)

CITY OF COVINA, CALIFORNIA
2013-2014 Budget
Budget Summary by Fund

	2010 - 2011 Actual	2011 - 2012 Actual	2012 - 2013 Revised	2013 - 2014 Adopted
MANAGEMENT INFORMATION SYSTEMS				
Revenues				
MIS Charges	1,088,490	1,062,675	-	-
Investment Earnings	17,098	2,425	22,000	-
Miscellaneous	-	5,002	-	-
Total Revenues	<u>1,105,588</u>	<u>1,070,102</u>	<u>22,000</u>	<u>-</u>
Expenditures				
Management Information Systems	<u>1,839,470</u>	<u>1,642,614</u>	<u>841,310</u>	<u>282,980</u>
Total Expenditures	<u>1,839,470</u>	<u>1,642,614</u>	<u>841,310</u>	<u>282,980</u>
Net Increase (Decrease) in Fund Balance	<u>(733,883)</u>	<u>(572,512)</u>	<u>(819,310)</u>	<u>(282,980)</u>
WORKER'S COMPENSATION				
Revenues				
Other Financing Sources	-	136,000	-	-
Total Revenues	<u>-</u>	<u>136,000</u>	<u>-</u>	<u>-</u>
Expenditures				
Worker's Compensation	-	-	153,000	153,000
Total Expenditures	<u>-</u>	<u>-</u>	<u>153,000</u>	<u>153,000</u>
Net Increase (Decrease) in Fund Balance	<u>-</u>	<u>136,000</u>	<u>(153,000)</u>	<u>(153,000)</u>
PUBLIC LIABILITY				
Revenues				
Other Financing Sources	419,000	-	-	-
Total Revenues	<u>419,000</u>	<u>-</u>	<u>-</u>	<u>-</u>
Expenditures				
Worker's Compensation	-	-	200,000	200,000
Total Expenditures	<u>-</u>	<u>-</u>	<u>200,000</u>	<u>200,000</u>
Net Increase (Decrease) in Fund Balance	<u>419,000</u>	<u>-</u>	<u>(200,000)</u>	<u>(200,000)</u>

CITY OF COVINA, CALIFORNIA
2013-2014 Budget
Budget Summary by Fund

	2010 - 2011 Actual	2011 - 2012 Actual	2012 - 2013 Revised	2013 - 2014 Adopted
SACRA				
Revenues				
Taxes	-	2,893,793	4,729,950	4,773,670
Charges for Services	-	250,513	627,500	700,840
Investment Earnings	-	3,008	-	260
Miscellaneous	-	11,216	-	-
Other Financing Sources	-	32,576,216	4,729,950	4,773,660
Total Revenues	-	32,576,216	10,087,400	10,248,430
Expenditures				
SACRA	-	3,267,987	2,157,063	1,114,460
Debt Service	-	602,445	3,687,290	3,722,030
Total Expenditures	-	3,870,432	5,844,353	4,836,490
Net Increase (Decrease) in Fund Balance	-	28,705,784	4,243,047	5,411,940

CITY OF COVINA, CALIFORNIA
2013 - 2014 Budget
Revenue Detail

Fund: General Fund

Account No: 1000

	2010 - 2011	2011 - 2012	2012 - 2013	2013 - 2014
	<u>Actual</u>	<u>Actual</u>	<u>Revised</u>	<u>Adopted</u>
Taxes				
Secured Property Tax-Current	4,650,819	5,014,176	5,573,630	5,800,000
Unsecured Property Tax-Current	155,667	11,488	75,000	160,000
Secured/Unsecured-Prior Year	59,487	68,983	45,000	60,000
Supplemental Roll-Current Year	82,927	143,343	120,000	120,000
Supplemental Roll-Prior Year	(18,956)	9,832	-	-
Property Tax In-Lieu MVL	3,636,261	3,709,770	3,716,000	3,781,000
Property Tax In-Lieu Sales Tax	1,580,719	1,642,932	1,934,000	2,200,000
Interest on Property Tax	55,816	41,524	50,000	50,000
SB211 Pass-Through	66,365	123,938	375,000	125,000
Sales Tax	4,978,892	5,323,574	5,578,000	5,800,000
Transient Occupancy Tax	317,594	316,609	350,000	375,000
Property Transfer Tax	92,818	124,226	120,000	120,000
Business Registration Tax	323,318	357,263	450,000	520,000
Business Registration Changes	15	-	-	-
Business Registration Penalty	12,603	14,604	15,000	15,000
Utility Users Tax	4,722,506	4,553,173	5,225,000	5,200,000
Franchise Tax-Cable TV	280,450	155,950	140,000	160,000
Franchise Tax-Electric	219,254	217,352	225,000	225,000
Franchise Tax-Gas	122,977	122,236	125,000	110,000
Franchise Tax-Towing	161,838	188,539	225,000	200,000
Franchise Tax-Refuse	2,377,134	523,372	550,000	550,000
Franchise Tax-Other	<u>76,547</u>	<u>106,895</u>	<u>125,000</u>	<u>150,000</u>
Total Taxes	<u>23,955,049</u>	<u>22,769,777</u>	<u>25,016,630</u>	<u>25,721,000</u>
Licenses and Permits				
Animal Licenses	-	88,267	-	40,000
Building Permits	296,469	333,945	275,000	300,000
Electrical Permits	61,995	61,637	60,000	60,000
Plumbing Permits	53,122	44,434	45,000	60,000
Mechanical Permits	53,193	36,452	30,000	30,000
Engineering Permits	68,751	44,475	52,000	50,000
Permit/Inspection Fees	<u>5,093</u>	<u>60</u>	<u>32,000</u>	<u>32,000</u>
Total Licenses and Permits	<u>538,623</u>	<u>609,269</u>	<u>494,000</u>	<u>572,000</u>
Intergovernmental				
Homeowners Exemption	41,342	41,013	40,000	40,000

CITY OF COVINA, CALIFORNIA
2013 - 2014 Budget
Revenue Detail

Fund: General Fund

Account No: 1000

	2010 - 2011	2011 - 2012	2012 - 2013	2013 - 2014
	Actual	Actual	Revised	Adopted
State Mandated Cost Reimbursement	142,918	119,253	75,000	75,000
AB 109 Realignment	-	-	-	90,000
Public Safety Augmentation	324,610	353,748	336,500	325,000
POST Subvention	14,279	36,427	35,000	35,000
Standards/Trainings-Corrections	5,885	6,303	5,000	5,000
Vehicle In-Lieu Fees	227,618	24,598	34,000	34,000
Library Services Grant	655	368	-	-
Prop A Discretionary	-	119,655	91,290	63,830
School District	186,940	151,776	162,800	152,000
Other Governmental Units	-	-	25,000	25,000
Total Intergovernmental	944,248	853,140	804,590	844,830
Charges for Services				
Recording of Legal Documents	-	150	-	-
Passport Fee	6,950	6,650	6,000	5,500
Passport Photo Fee	2,100	2,031	2,000	2,000
Antenna Rental	47,843	49,357	60,000	60,000
Returned Check Fees	4,640	7,935	7,500	8,500
License Processing Fees	109,580	116,655	145,000	175,000
Worker's Compensation Charges	243,288	180,966	-	-
Property Damage Charges	12,056	526,885	-	-
Duplicating Charges	65,452	35,792	25,000	15,000
Other General Government Charges	40	676	-	-
Police Fee-VIS	185	250	100	100
Police Fee-VIN	-	60	-	-
Police Fee-VEH	765	1,440	500	500
Police Fee-CIT	4,300	7,156	5,000	5,000
Police Fee-Veh	17,991	26,720	25,000	25,000
Police Fee-TC/Crime Reports	551	1,166	800	800
Police Fee-Other	51,125	63,061	65,600	74,600
Finger Printing Fees	418	562	500	500
Business/False Alarm Fees	23,018	25,504	35,000	70,000
Overnight Parking Fees	116,362	236,217	612,000	300,000
Fire-Plan Check Fees	-	-	-	15,000
Fire-Paramedic Pass-Through	-	-	190,000	140,000
Other Public Safety Charges	2,370	1,288	2,000	2,000
Sales of Maps and Publications	227	2	100	100
Bid Packages	-	1,035	1,000	1,000

CITY OF COVINA, CALIFORNIA
2013 - 2014 Budget
Revenue Detail

Fund: General Fund

Account No: 1000

	2010 - 2011	2011 - 2012	2012 - 2013	2013 - 2014
	<u>Actual</u>	<u>Actual</u>	<u>Revised</u>	<u>Adopted</u>
Staking-Inspection Services	55	-	-	-
Engineering Services-Other	44,795	11,035	22,700	22,700
Storm Water Inspection	-	-	15,200	8,000
Other Public Works Charges	879	2,284	1,600	1,600
Community Special Events	63,348	9,655	4,620	9,900
Youth Sports Fees	111,551	73,002	102,420	112,820
Leisure Lifestyle Fees	237,060	273,166	245,000	250,000
Cultural Excursion Fees	14,645	13,696	14,000	14,000
Pee wee Recreation Fees	28,174	48,575	58,750	71,140
Youth/Teen Program Fees	1,203	18	-	-
Park Facilities Fees	13,299	17,266	25,000	23,700
Field Maintenance Fees	17,744	16,447	15,500	14,300
Park Maintenance Fees	6,794	-	-	-
Community Involvement	4,858	7,110	8,990	10,610
Senior Programs	38,828	41,672	45,740	51,390
Community Parade	6,260	4,430	5,100	5,650
Aquatics	196,921	174,032	182,110	204,580
Library Services	2,827	1,796	1,500	1,200
Homework Help	1,024	332	1,250	1,250
Math Matters	150	-	-	-
Library Videos	17,334	11,907	15,350	15,000
Lost/Damaged Book Fees	4,856	5,209	5,500	5,500
Library Late Charges	17,847	14,251	17,000	17,000
Plan Review	479,694	88,219	140,000	130,000
Plan Maintenance Fee	-	-	-	-
Energy Plan Check Fee	-	119	-	-
Zoning and Subdivision	186,654	252,018	225,000	245,000
Variance Fees	-	2,991	2,000	2,000
Property Rental Fees	-	23,394	13,500	13,500
Total Charges for Services	<u>2,206,062</u>	<u>2,384,181</u>	<u>2,350,930</u>	<u>2,131,440</u>
Fines and Forfeits				
Court Fines	194,363	152,179	260,000	200,000
Parking Fines	515,748	592,368	550,000	550,000
Code Enforcement Fines	<u>252</u>	<u>368</u>	<u>1,000</u>	<u>1,000</u>
Total Fines and Forfeits	<u>710,363</u>	<u>744,915</u>	<u>811,000</u>	<u>751,000</u>

CITY OF COVINA, CALIFORNIA
2013 - 2014 Budget
Revenue Detail

Fund: General Fund

Account No: 1000

	2010 - 2011	2011 - 2012	2012 - 2013	2013 - 2014
	<u>Actual</u>	<u>Actual</u>	<u>Revised</u>	<u>Adopted</u>
Enterprise/Internal Services				
Employee Benefits-Other	<u>857</u>	<u>39</u>	<u>-</u>	<u>-</u>
Total Enterprise/Internal Services	<u>857</u>	<u>39</u>	<u>-</u>	<u>-</u>
Investment Earnings				
Interest on Investments	111,812	64,729	90,000	75,000
Interest on Loans	164,430	-	25,000	-
Interest on Advances-General Fund	-	-	-	-
Unrealized Gain (Loss)-Investments	(77,121)	(38,604)	75,000	75,000
Interest Earnings	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Investment Earnings	<u>199,121</u>	<u>26,126</u>	<u>190,000</u>	<u>150,000</u>
Miscellaneous				
Donations and Contributions	29,304	38,268	32,620	35,070
Late Fees	136,973	200,197	225,000	160,000
Cash Overage/Shortage	(197)	2,416	-	-
Other	<u>32,090</u>	<u>390,685</u>	<u>81,180</u>	<u>81,180</u>
Total Miscellaneous	<u>198,171</u>	<u>631,568</u>	<u>338,800</u>	<u>276,250</u>
Other Financing Sources				
Transfer-General Fund	-	292,917	-	-
Transfer-Special Revenue Fund	127,232	210,655	304,500	870,000
Transfer-Capital Projects	2,095	33,333	-	-
Transfer-CRA Capital Projects	592,576	-	-	-
Transfer-Internal Service Funds	<u>-</u>	<u>178,000</u>	<u>-</u>	<u>-</u>
Total Other Financing Sources	<u>721,903</u>	<u>714,905</u>	<u>304,500</u>	<u>870,000</u>
Total Revenues	<u><u>29,474,395</u></u>	<u><u>28,733,919</u></u>	<u><u>30,310,450</u></u>	<u><u>31,316,520</u></u>

CITY OF COVINA, CALIFORNIA
2013 - 2014 Budget
Revenue Detail

Fund: CDBG

Account No: 2100

	2010 - 2011	2011 - 2012	2012 - 2013	2013 - 2014
	<u>Actual</u>	<u>Actual</u>	<u>Revised</u>	<u>Adopted</u>
Intergovernmental				
Community Development Block Grant	355,360	590,936	704,366	332,200
ARRA Federal Stimulus Grant	95,445	79,399	-	-
Other Governmental Units	<u>79,321</u>	<u>87,473</u>	<u>-</u>	<u>96,090</u>
Total Intergovernmental	<u>530,126</u>	<u>757,808</u>	<u>704,366</u>	<u>428,290</u>
Total Revenue	<u>530,126</u>	<u>757,808</u>	<u>704,366</u>	<u>428,290</u>

CITY OF COVINA, CALIFORNIA
2013 - 2014 Budget
Revenue Detail

Fund: Building Equipment Reserve

Account No: 2180

	2010 - 2011	2011 - 2012	2012 - 2013	2013 - 2014
	<u>Actual</u>	<u>Actual</u>	<u>Revised</u>	<u>Adopted</u>
Charges for Services				
Plan Maintenance Fee	<u>2,857</u>	<u>3,409</u>	<u>-</u>	<u>-</u>
Total Charges for Services	<u>2,857</u>	<u>3,409</u>	<u>-</u>	<u>-</u>
Investment Earnings				
Interest on Investments	<u>381</u>	<u>154</u>	<u>-</u>	<u>-</u>
Total Investment Earnings	<u>381</u>	<u>154</u>	<u>-</u>	<u>-</u>
Total Revenues	<u>3,238</u>	<u>3,563</u>	<u>-</u>	<u>-</u>

CITY OF COVINA, CALIFORNIA
2013 - 2014 Budget
Revenue Detail

Fund: Community Improvement

Account No: 2188

	2010 - 2011	2011 - 2012	2012 - 2013	2013 - 2014
	<u>Actual</u>	<u>Actual</u>	<u>Revised</u>	<u>Adopted</u>
Charges for Services				
Abandoned Property Registration	-	-	-	20,000
Rental Inspection Fees	-	-	-	175,000
Total Charges for Services	<u>-</u>	<u>-</u>	<u>-</u>	<u>195,000</u>
Fines and Forfeits				
Code Enforcement Fines	<u>6,739</u>	<u>79,646</u>	<u>-</u>	<u>25,000</u>
Total Fines and Forfeits	<u>6,739</u>	<u>79,646</u>	<u>-</u>	<u>25,000</u>
Investment Earnings				
Interest on Investments	<u>1,894</u>	<u>1,118</u>	<u>-</u>	<u>-</u>
Total Investment Earnings	<u>1,894</u>	<u>1,118</u>	<u>-</u>	<u>-</u>
Miscellaneous				
Other	<u>62,846</u>	<u>35,334</u>	<u>40,500</u>	<u>35,000</u>
Total Miscellaneous	<u>62,846</u>	<u>35,334</u>	<u>40,500</u>	<u>35,000</u>
Total Revenues	<u><u>71,479</u></u>	<u><u>116,098</u></u>	<u><u>40,500</u></u>	<u><u>255,000</u></u>

CITY OF COVINA, CALIFORNIA
2013 - 2014 Budget
Revenue Detail

Fund: Public Safety Special Revenue

Account No: 2200

	2010 - 2011	2011 - 2012	2012 - 2013	2013 - 2014
	<u>Actual</u>	<u>Actual</u>	<u>Revised</u>	<u>Adopted</u>
Intergovernmental				
JAG Grant	13,367	(5,841)	28,597	16,120
Other Federal Grants	23,973	30,951	3,500	-
COPS Grant	14,608	2,812	366	-
Homeland Security Grant	-	208,244	325,408	-
ARRA Federal Stimulus	19,615	-	-	-
Supplemental Law	100,000	100,000	100,000	100,000
State Narcotic Seizure	846	8,193	-	-
Other State Grants/Subventions	22,215	6,335	69,500	-
Other Governmental Grants	<u>25,793</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Intergovernmental	<u>220,417</u>	<u>350,695</u>	<u>527,371</u>	<u>116,120</u>
Charges for Services				
Police Fee-Vehicle Impound	15,559	62,476	36,000	36,000
Inmate Telephone Use Fee	<u>2,144</u>	<u>3,095</u>	<u>-</u>	<u>-</u>
Total Charges for Services	<u>17,703</u>	<u>65,571</u>	<u>36,000</u>	<u>36,000</u>
Fines and Forfeits				
Red Light Camera Fines	<u>396,149</u>	<u>286,733</u>	<u>194,220</u>	<u>194,220</u>
Total Fines and Forfeits	<u>396,149</u>	<u>286,733</u>	<u>194,220</u>	<u>194,220</u>
Investment Earnings				
Interest on Investments	<u>10,804</u>	<u>4,039</u>	<u>-</u>	<u>-</u>
Total Investment Earnings	<u>10,804</u>	<u>4,039</u>	<u>-</u>	<u>-</u>
Total Revenues	<u>645,072</u>	<u>707,037</u>	<u>757,591</u>	<u>346,340</u>

CITY OF COVINA, CALIFORNIA
2013 - 2014 Budget
Revenue Detail

Fund: State Gas Tax

Account No: 2300

	2010 - 2011	2011 - 2012	2012 - 2013	2013 - 2014
	<u>Actual</u>	<u>Actual</u>	<u>Revised</u>	<u>Adopted</u>
Intergovernmental				
State Gas Tax (2105)	255,084	226,227	242,900	232,270
State Gas Tax (2106)	154,155	151,296	167,000	158,780
State Gas Tax (2107)	340,680	324,712	344,000	345,810
State Gas Tax (2107.5)	6,000	6,000	6,000	6,000
State Gas Tax (2103)	<u>470,742</u>	<u>668,594</u>	<u>524,000</u>	<u>703,740</u>
Total Intergovernmental	<u>1,226,661</u>	<u>1,376,829</u>	<u>1,283,900</u>	<u>1,446,600</u>
Investment Earnings				
Interest on Investments	<u>4,475</u>	<u>5,135</u>	<u>9,900</u>	<u>9,900</u>
Total Investment Earnings	<u>4,475</u>	<u>5,135</u>	<u>9,900</u>	<u>9,900</u>
Total Revenues	<u><u>1,231,135</u></u>	<u><u>1,381,964</u></u>	<u><u>1,293,800</u></u>	<u><u>1,456,500</u></u>

CITY OF COVINA, CALIFORNIA
2013 - 2014 Budget
Revenue Detail

Fund: Traffic Congestion Relief

Account No: 2303

	2010 - 2011	2011 - 2012	2012 - 2013	2013 - 2014
	<u>Actual</u>	<u>Actual</u>	<u>Revised</u>	<u>Adopted</u>
Investment Earnings				
Interest on Investments	<u>12,691</u>	<u>4,560</u>	<u>-</u>	<u>-</u>
Total Investment Earnings	<u>12,691</u>	<u>4,560</u>	<u>-</u>	<u>-</u>
Total Revenues	<u><u>12,691</u></u>	<u><u>4,560</u></u>	<u><u>-</u></u>	<u><u>-</u></u>

CITY OF COVINA, CALIFORNIA
2013 - 2014 Budget
Revenue Detail

Fund: Transit

Account No: 2400

	2010 - 2011	2011 - 2012	2012 - 2013	2013 - 2014
	<u>Actual</u>	<u>Actual</u>	<u>Revised</u>	<u>Adopted</u>
Intergovernmental				
Bicycle-Pedestrian Grant	19,930	23,916	23,900	23,900
Proposition A	682,572	744,285	1,492,300	1,476,440
Proposition C	577,215	602,613	1,237,920	1,224,410
Measure R	415,424	448,185	928,390	918,240
Total Intergovernmental	<u>1,695,141</u>	<u>1,819,000</u>	<u>3,682,510</u>	<u>3,642,990</u>
Charges for Services				
Transit Fares	5,582	4,833	5,000	5,000
Transit Parking	233,522	281,635	175,000	225,000
Property Rental Fees	-	1,100	1,200	1,200
Total Charges for Services	<u>239,104</u>	<u>287,568</u>	<u>181,200</u>	<u>231,200</u>
Investment Earnings				
Interest on Investments	30,398	11,622	10,000	10,000
Total Investment Earnings	<u>30,398</u>	<u>11,622</u>	<u>10,000</u>	<u>10,000</u>
Miscellaneous				
Cash Overage/Shortage	73	4	-	-
Miscellaneous Revenue	<u>73</u>	<u>4</u>	<u>-</u>	<u>-</u>
Other Financing Sources				
Transfer-General Fund	-	-	-	-
Transfer-Special Revenue Fund	-	-	-	-
Transfer-Capital Fund	243,494	-	-	-
Transfer-CRA Capital Projects	-	-	-	-
Transfer-Internal Service Funds	-	-	-	-
Total Other Financing Sources	<u>243,494</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Revenues	<u>2,208,210</u>	<u>2,118,195</u>	<u>3,873,710</u>	<u>3,884,190</u>

CITY OF COVINA, CALIFORNIA
2013 - 2014 Budget
Revenue Detail

Fund: Air Quality

Account No: 2500

	2010 - 2011 <u>Actual</u>	2011 - 2012 <u>Actual</u>	2012 - 2013 <u>Revised</u>	2013 - 2014 <u>Adopted</u>
Intergovernmental				
Motor Vehicle-Environmental	54,308	60,281	59,500	6,000
MSRC-Motor Vehicle	<u>-</u>	<u>-</u>	<u>179,590</u>	<u>179,590</u>
Total Intergovernmental	<u>54,308</u>	<u>60,281</u>	<u>239,090</u>	<u>185,590</u>
Investment Earnings				
Interest on Investments	<u>3,200</u>	<u>1,380</u>	<u>4,100</u>	<u>1,380</u>
Total Investment Earnings	<u>3,200</u>	<u>1,380</u>	<u>4,100</u>	<u>1,380</u>
Other Financing Sources				
Transfer-Enterprise Fund	<u>-</u>	<u>6,653</u>	<u>-</u>	<u>-</u>
Total Other Financing Sources	<u>-</u>	<u>6,653</u>	<u>-</u>	<u>-</u>
Total Revenues	<u>57,508</u>	<u>68,314</u>	<u>243,190</u>	<u>186,970</u>

CITY OF COVINA, CALIFORNIA
2013 - 2014 Budget
Revenue Detail

Fund: Environmental Services Grants

Account No: 25XX

	2010 - 2011	2011 - 2012	2012 - 2013	2013 - 2014
	<u>Actual</u>	<u>Actual</u>	<u>Revised</u>	<u>Adopted</u>
Intergovernmental				
ARRA Federal Stimulus	3,550	198,650	115,000	115,000
Oil Block Grant	17,759	14,044	13,970	13,500
Other State Grants/Subventions	<u>13,248</u>	<u>13,144</u>	<u>12,810</u>	<u>12,770</u>
Total Intergovernmental	<u>34,557</u>	<u>225,838</u>	<u>141,780</u>	<u>141,270</u>
Investment Earnings				
Interest on Investments	<u>551</u>	<u>485</u>	<u>-</u>	<u>-</u>
Total Investment Earnings	<u>551</u>	<u>485</u>	<u>-</u>	<u>-</u>
Miscellaneous				
Other	<u>-</u>	<u>8,446</u>	<u>-</u>	<u>-</u>
Total Miscellaneous Revenue	<u>-</u>	<u>8,446</u>	<u>-</u>	<u>-</u>
Total Revenues	<u>35,108</u>	<u>234,769</u>	<u>141,780</u>	<u>141,270</u>

CITY OF COVINA, CALIFORNIA
2013 - 2014 Budget
Revenue Detail

Fund: Cultural Arts

Account No: 2600

	2010 - 2011	2011 - 2012	2012 - 2013	2013 - 2014
	<u>Actual</u>	<u>Actual</u>	<u>Revised</u>	<u>Adopted</u>
Charges for Services				
Community Special Events	<u>-</u>	<u>945</u>	<u>6,020</u>	<u>4,550</u>
Total Charges for Services	<u>-</u>	<u>945</u>	<u>6,020</u>	<u>4,550</u>
Investment Earnings				
Interest on Investments	<u>33</u>	<u>4</u>	<u>-</u>	<u>-</u>
Total Investment Earnings	<u>33</u>	<u>4</u>	<u>-</u>	<u>-</u>
Miscellaneous				
Donations and Contributions	<u>101</u>	<u>1,065</u>	<u>3,520</u>	<u>5,370</u>
Total Miscellaneous	<u>101</u>	<u>1,065</u>	<u>3,520</u>	<u>5,370</u>
Total Revenues	<u>134</u>	<u>2,014</u>	<u>9,540</u>	<u>9,920</u>

CITY OF COVINA, CALIFORNIA
2013 - 2014 Budget
Revenue Detail

Fund: Municipal Parking District

Account No: 2700

	2010 - 2011	2011 - 2012	2012 - 2013	2013 - 2014
	<u>Actual</u>	<u>Actual</u>	<u>Revised</u>	<u>Adopted</u>
Taxes				
Secured Property Tax-Current	15,732	35,774	24,000	35,000
Unsecured Property Tax-Current	2,758	(6)	200	200
Secured/Unsecured-Prior Year	209	981	-	-
Supplemental Roll-Current Year	(49)	61	40	40
Supplemental Roll-Prior Year	(49)	-	60	-
Interest on Property Tax	10,043	78	10	-
Total Taxes	<u>28,644</u>	<u>36,888</u>	<u>24,310</u>	<u>35,240</u>
Intergovernmental				
Homeowners Exemption	<u>9</u>	<u>10</u>	<u>10</u>	<u>10</u>
Total Intergovernmental	<u>9</u>	<u>10</u>	<u>10</u>	<u>10</u>
Charges for Services				
Parking Permit	27,917	28,607	27,000	20,000
Parking Meter	-	-	100	100
Property Rental Fees	<u>42,000</u>	<u>38,500</u>	<u>42,000</u>	<u>42,000</u>
Total Charges for Services	<u>69,917</u>	<u>67,107</u>	<u>69,100</u>	<u>62,100</u>
Investment Earnings				
Interest on Investments	<u>3,301</u>	<u>2,310</u>	<u>1,600</u>	<u>-</u>
Total Investment Earnings	<u>3,301</u>	<u>2,310</u>	<u>1,600</u>	<u>-</u>
Miscellaneous				
Loan Reimbursement	375,000	-	-	-
Cash Overage/Shortage	<u>(366)</u>	<u>(5)</u>	<u>-</u>	<u>-</u>
Total Miscellaneous	<u>374,634</u>	<u>(5)</u>	<u>-</u>	<u>-</u>
Total Revenues	<u>476,505</u>	<u>106,310</u>	<u>95,020</u>	<u>97,350</u>

CITY OF COVINA, CALIFORNIA
2013 - 2014 Budget
Revenue Detail

Fund: Lighting District

Account No: 2710

	2010 - 2011	2011 - 2012	2012 - 2013	2013 - 2014
	<u>Actual</u>	<u>Actual</u>	<u>Revised</u>	<u>Adopted</u>
Special Assessments				
Street Lighting	<u>126,017</u>	<u>126,730</u>	<u>122,500</u>	<u>122,500</u>
Total Special Assessments	<u>126,017</u>	<u>126,730</u>	<u>122,500</u>	<u>122,500</u>
Other Financing Sources				
Transfer-General Fund	<u>-</u>	<u>-</u>	<u>50,000</u>	<u>75,000</u>
Total Other Financing Sources	<u>-</u>	<u>-</u>	<u>50,000</u>	<u>75,000</u>
Total Revenues	<u>126,017</u>	<u>126,730</u>	<u>172,500</u>	<u>197,500</u>

CITY OF COVINA, CALIFORNIA
2013 - 2014 Budget
Revenue Detail

Fund: Landscape District

Account No: 2720

	2010 - 2011	2011 - 2012	2012 - 2013	2013 - 2014
	<u>Actual</u>	<u>Actual</u>	<u>Revised</u>	<u>Adopted</u>
Special Assessments				
Street Landscaping	<u>171,713</u>	<u>168,230</u>	<u>113,900</u>	<u>160,000</u>
Total Special Assessments	<u>171,713</u>	<u>168,230</u>	<u>113,900</u>	<u>160,000</u>
Investment Earnings				
Interest on Investments	<u>94</u>	<u>142</u>	<u>1,200</u>	<u>1,200</u>
Total Investment Earnings	<u>94</u>	<u>142</u>	<u>1,200</u>	<u>1,200</u>
Total Revenues	<u><u>171,807</u></u>	<u><u>168,372</u></u>	<u><u>115,100</u></u>	<u><u>161,200</u></u>

CITY OF COVINA, CALIFORNIA
2013 - 2014 Budget
Revenue Detail

Fund: Community Facilities District

Account No: 2730

	2010 - 2011	2011 - 2012	2012 - 2013	2013 - 2014
	<u>Actual</u>	<u>Actual</u>	<u>Revised</u>	<u>Adopted</u>
Special Assessments				
Community Facilities District	<u>6,782</u>	<u>15,283</u>	<u>28,257</u>	<u>35,000</u>
Total Special Assessments	<u>6,782</u>	<u>15,283</u>	<u>28,257</u>	<u>35,000</u>
Total Revenues	<u><u>6,782</u></u>	<u><u>15,283</u></u>	<u><u>28,257</u></u>	<u><u>35,000</u></u>

CITY OF COVINA, CALIFORNIA
2013 - 2014 Budget
Revenue Detail

Fund: Shopper's Lane Parking District

Account No: 2750

	2010 - 2011	2011 - 2012	2012 - 2013	2013 - 2014
	<u>Actual</u>	<u>Actual</u>	<u>Revised</u>	<u>Adopted</u>
Taxes				
Business Registration-Shopper's Lane	<u>1,423</u>	<u>1,431</u>	<u>1,100</u>	<u>1,400</u>
Total Taxes	<u>1,423</u>	<u>1,431</u>	<u>1,100</u>	<u>1,400</u>
Charges for Services				
Parking Permit	<u>-</u>	<u>-</u>	<u>-</u>	<u>5,000</u>
Total Charges for Services	<u>-</u>	<u>-</u>	<u>-</u>	<u>5,000</u>
Investment Earnings				
Interest on Investments	<u>4</u>	<u>4</u>	<u>-</u>	<u>-</u>
Total Investment Earnings	<u>4</u>	<u>4</u>	<u>-</u>	<u>-</u>
Total Revenues	<u>1,427</u>	<u>1,435</u>	<u>1,100</u>	<u>6,400</u>

CITY OF COVINA, CALIFORNIA
2013 - 2014 Budget
Revenue Detail

Fund: Literacy Grant

Account No: 2800

	2010 - 2011	2011 - 2012	2012 - 2013	2013 - 2014
	<u>Actual</u>	<u>Actual</u>	<u>Revised</u>	<u>Adopted</u>
Intergovernmental				
Library Literacy Grant	37,587	19,249	-	-
Other State Grants/Subventions	<u>-</u>	<u>-</u>	<u>8,620</u>	<u>11,120</u>
Total Intergovernmental	<u>37,587</u>	<u>19,249</u>	<u>8,620</u>	<u>11,120</u>
Investment Earnings				
Interest on Investments	<u>-</u>	<u>59</u>	<u>-</u>	<u>-</u>
Total Investment Earnings	<u>-</u>	<u>59</u>	<u>-</u>	<u>-</u>
Miscellaneous				
Donations and Contributions	<u>30,883</u>	<u>(18,607)</u>	<u>6,000</u>	<u>4,500</u>
Total Miscellaneous Revenue	<u>30,883</u>	<u>(18,607)</u>	<u>6,000</u>	<u>4,500</u>
Other Financing Sources				
Transfer-General Fund	<u>-</u>	<u>33,817</u>	<u>-</u>	<u>-</u>
Total Other Financing Sources	<u>-</u>	<u>33,817</u>	<u>-</u>	<u>-</u>
Total Revenues	<u>68,470</u>	<u>34,518</u>	<u>14,620</u>	<u>15,620</u>

CITY OF COVINA, CALIFORNIA
2013 - 2014 Budget
Revenue Detail

Fund: Library Equipment Reserve

Account No: 2810

	2010 - 2011	2011 - 2012	2012 - 2013	2013 - 2014
	<u>Actual</u>	<u>Actual</u>	<u>Revised</u>	<u>Adopted</u>
Charges for Services				
Library Services	<u>3,026</u>	<u>2,490</u>	<u>3,000</u>	<u>3,000</u>
Total Charges for Services	<u>3,026</u>	<u>2,490</u>	<u>3,000</u>	<u>3,000</u>
Investment Earnings				
Interest on Investments	<u>210</u>	<u>73</u>	<u>-</u>	<u>-</u>
Total Investment Earnings	<u>210</u>	<u>73</u>	<u>-</u>	<u>-</u>
Total Revenues	<u>3,236</u>	<u>2,563</u>	<u>3,000</u>	<u>3,000</u>

CITY OF COVINA, CALIFORNIA
2013 - 2014 Budget
Revenue Detail

Fund: Public Education in Government

Account No: 2890

	2010 - 2011	2011 - 2012	2012 - 2013	2013 - 2014
	<u>Actual</u>	<u>Actual</u>	<u>Revised</u>	<u>Adopted</u>
Investment Earnings				
Interest on Investments	<u>367</u>	<u>374</u>	<u>-</u>	<u>-</u>
Total Investment Earnings	<u>367</u>	<u>374</u>	<u>-</u>	<u>-</u>
Miscellaneous				
Public Education in Government	<u>67,746</u>	<u>77,361</u>	<u>45,000</u>	<u>45,000</u>
Total Miscellaneous	<u>67,746</u>	<u>77,361</u>	<u>45,000</u>	<u>45,000</u>
Total Revenues	<u><u>68,113</u></u>	<u><u>77,735</u></u>	<u><u>45,000</u></u>	<u><u>45,000</u></u>

CITY OF COVINA, CALIFORNIA
2013 - 2014 Budget
Revenue Detail

Fund: Donation Funds

Account No: 2900

	2010 - 2011 <u>Actual</u>	2011 - 2012 <u>Actual</u>	2012 - 2013 <u>Revised</u>	2013 - 2014 <u>Adopted</u>
Intergovernmental				
Other Federal Grants	<u>268</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Intergovernmental	<u>268</u>	<u>-</u>	<u>-</u>	<u>-</u>
Charges for Services				
Volunteer Service Fees	<u>880</u>	<u>2,060</u>	<u>3,000</u>	<u>3,530</u>
Total Charges for Services	<u>880</u>	<u>2,060</u>	<u>3,000</u>	<u>3,530</u>
Investment Earnings				
Interest on Investments	<u>5,274</u>	<u>3,337</u>	<u>-</u>	<u>-</u>
Total Investment Earnings	<u>5,274</u>	<u>3,337</u>	<u>-</u>	<u>-</u>
Miscellaneous				
Donations and Contributions	<u>45,521</u>	<u>16,317</u>	<u>54,620</u>	<u>53,040</u>
Total Miscellaneous	<u>45,521</u>	<u>16,317</u>	<u>54,620</u>	<u>53,040</u>
Other Financing Sources				
Transfer-Special Revenue Fund	<u>(5,114)</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Other Financing Sources	<u>(5,114)</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Revenues	<u>46,829</u>	<u>21,713</u>	<u>57,620</u>	<u>56,570</u>

CITY OF COVINA, CALIFORNIA
2013 - 2014 Budget
Revenue Detail

Fund: General CIP

Account No: 4600

	2010 - 2011	2011 - 2012	2012 - 2013	2013 - 2014
	<u>Actual</u>	<u>Actual</u>	<u>Revised</u>	<u>Adopted</u>
Other Financing Sources				
Transfer-Special Revenue Fund	-	-	200,000	-
Total Other Financing Sources	-	-	200,000	-
Total Revenues	<u>-</u>	<u>-</u>	<u>200,000</u>	<u>-</u>

CITY OF COVINA, CALIFORNIA
2013 - 2014 Budget
Revenue Detail

Fund: Public Works CIP

Account No: 4200

	2010 - 2011	2011 - 2012	2012 - 2013	2013 - 2014
	<u>Actual</u>	<u>Actual</u>	<u>Revised</u>	<u>Adopted</u>
Intergovernmental				
Surface Transportation Grant	-	-	-	-
Other State Grants/Subventions	-	-	510,000	-
Total Intergovernmental	<u>-</u>	<u>-</u>	<u>510,000</u>	<u>-</u>
Other Financing Sources				
Transfer-Special Revenue Fund	-	-	-	1,150,000
Total Other Financing Sources	<u>-</u>	<u>-</u>	<u>-</u>	<u>1,150,000</u>
Total Revenues	<u>-</u>	<u>-</u>	<u>510,000</u>	<u>1,150,000</u>

CITY OF COVINA, CALIFORNIA
2013 - 2014 Budget
Revenue Detail

Fund: Transportation CIP

Account No: 4300

	2010 - 2011	2011 - 2012	2012 - 2013	2013 - 2014
	<u>Actual</u>	<u>Actual</u>	<u>Revised</u>	<u>Adopted</u>
Intergovernmental				
Surface Transportation Grant	-	456,011	-	-
Other Federal Grants	154,751	-	-	-
Other State Grants/Subventions	84,000	-	-	-
Total Intergovernmental	<u>238,751</u>	<u>456,011</u>	<u>-</u>	<u>-</u>
Total Revenues	<u>238,751</u>	<u>456,011</u>	<u>-</u>	<u>-</u>

CITY OF COVINA, CALIFORNIA
2013 - 2014 Budget
Revenue Detail

Fund: Parks and Recreation CIP

Account No: 4600

	2010 - 2011	2011 - 2012	2012 - 2013	2013 - 2014
	<u>Actual</u>	<u>Actual</u>	<u>Revised</u>	<u>Adopted</u>
Intergovernmental				
FEMA Grant	-	-	299,093	
Other Federal Grants	-	63,000		
State Park Grants	-		2,125,750	
Other State Grants/Subventions	-	6,032	-	-
County Park Grant	-	-	120,214	
Other Grants	<u>10,534</u>	<u>3,103</u>	<u>-</u>	<u>-</u>
Total Intergovernmental	<u>10,534</u>	<u>72,135</u>	<u>2,545,057</u>	<u>-</u>
Investment Earnings				
Interest on Investments	<u>4,121</u>	<u>2,495</u>	<u>1,200</u>	<u>1,200</u>
Total Investment Earnings	<u>4,121</u>	<u>2,495</u>	<u>1,200</u>	<u>1,200</u>
Miscellaneous				
Other	<u>265,277</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Miscellaneous	<u>265,277</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Revenues	<u>279,931</u>	<u>74,630</u>	<u>2,546,257</u>	<u>1,200</u>

CITY OF COVINA, CALIFORNIA
2013 - 2014 Budget
Revenue Detail

Fund: Development Impact Fees

Account No: 4700

	2010 - 2011	2011 - 2012	2012 - 2013	2013 - 2014
	<u>Actual</u>	<u>Actual</u>	<u>Revised</u>	<u>Adopted</u>
Charges for Services				
Impact Fees-General Government	38,349	3,358	-	-
Impact Fees-Police	35,595	1,474	-	-
Impact Fees-Fire	17,049	706	-	-
Impact Fees-Streets	96,778	3,734	-	-
Impact Fees-Parks and Recreation	-	9,518		
Impact Fees-Library	23,904	996	-	-
Total Charges for Services	<u>211,674</u>	<u>19,786</u>	<u>-</u>	<u>-</u>
Investment Earnings				
Interest on Investments	4,321	2,641	-	-
Total Investment Earnings	<u>4,321</u>	<u>2,641</u>	<u>-</u>	<u>-</u>
Total Revenues	<u>215,996</u>	<u>22,426</u>	<u>-</u>	<u>-</u>

CITY OF COVINA, CALIFORNIA
2013 - 2014 Budget
Revenue Detail

Fund: Water Utility

Account No: 6010

	2010 - 2011	2011 - 2012	2012 - 2013	2013 - 2014
	<u>Actual</u>	<u>Actual</u>	<u>Revised</u>	<u>Adopted</u>
Enterprise/Internal Services				
Water Sales-Retail	8,208,329	9,558,677	8,400,000	8,900,000
Water Sales-Wholesale	1,556	305	-	-
Fire Line	135,606	229,964	185,000	185,000
Water Capital	31,318	74,160	-	-
Water Meter Installation Fees	6,970	6,942	4,000	4,000
Water Reconnection Fees	11,494	36,640	26,000	26,000
Meter Re-Read Fees	-	90	-	-
Water Antenna Rentals	1,012	-	-	-
Water-Other	65,140	139,825	46,000	46,000
Refuse Late Fees	25	(21)	-	-
Total Enterprise/Internal Services	<u>8,461,449</u>	<u>10,046,582</u>	<u>8,661,000</u>	<u>9,161,000</u>
Investment Earnings				
Interest on Investments	33,000	30,274	35,000	35,000
Unrealized Gain/(Loss)	<u>506,864</u>	<u>1,333,565</u>	<u>-</u>	<u>-</u>
Total Investment Earnings	<u>539,864</u>	<u>1,363,839</u>	<u>35,000</u>	<u>35,000</u>
Miscellaneous				
Cash Overage/Shortage	-	21	-	-
Other	<u>140</u>	<u>20</u>	<u>-</u>	<u>-</u>
Total Miscellaneous	<u>140</u>	<u>41</u>	<u>-</u>	<u>-</u>
Total Revenues	<u>9,001,452</u>	<u>11,410,463</u>	<u>8,696,000</u>	<u>9,196,000</u>

CITY OF COVINA, CALIFORNIA
2013 - 2014 Budget
Revenue Detail

Fund: Water Capital

Account No: 6100

	2010 - 2011	2011 - 2012	2012 - 2013	2013 - 2014
	<u>Actual</u>	<u>Actual</u>	<u>Revised</u>	<u>Adopted</u>
Enterprise/Internal Services				
Water Capital	<u>411,258</u>	<u>468,633</u>	<u>400,000</u>	<u>400,000</u>
Total Enterprise/Internal Services	<u>411,258</u>	<u>468,633</u>	<u>400,000</u>	<u>400,000</u>
Total Revenues	<u><u>411,258</u></u>	<u><u>468,633</u></u>	<u><u>400,000</u></u>	<u><u>400,000</u></u>

CITY OF COVINA, CALIFORNIA
2013 - 2014 Budget
Revenue Detail

Fund: Environmental Services

Account No: 6200

	2010 - 2011	2011 - 2012	2012 - 2013	2013 - 2014
	<u>Actual</u>	<u>Actual</u>	<u>Revised</u>	<u>Adopted</u>
Licenses and Permits				
Application Fee-IWP	(6,074)	7,975	4,500	4,320
Grading Permit	-	405	-	-
Permit/Inspection Fees-IWP	<u>51,360</u>	<u>134,507</u>	<u>49,090</u>	<u>77,340</u>
Total Licenses and Permits	<u>45,286</u>	<u>142,888</u>	<u>53,590</u>	<u>81,660</u>
Charges for Services				
Hazardous Material Cleanup Fees	250	-	-	-
Storm Water Inspection	9,668	5,576	-	8,000
Other Public Works Charges	50	-	-	-
Plan Review	<u>3,763</u>	<u>7,193</u>	<u>6,000</u>	<u>6,000</u>
Total Charges for Services	<u>13,731</u>	<u>12,768</u>	<u>6,000</u>	<u>14,000</u>
Enterprise/Internal Services				
Refuse Collection Fees	1,288,102	20,636	-	-
Integrated Waste Management Fees	837,181	666,582	670,000	670,000
Recycling Fees	154,256	(24,023)	-	-
Trash/Green Waste	425,643	(8,221)	-	-
Recycling-MRF	219,871	255,813	220,000	150,000
CRV Rebate	-	-	500	3,000
Refuse Late Fees	-	(26)	-	-
Refuse Restoration Fees	500	-	-	-
CNG Station Charge-In-house	390	207	200	-
CNG Station Charge-Outside	52,533	42,072	37,230	-
Federal Alternative Fuel Credit	9,657	3,994	-	-
Storm Water Inspection Fee	27,281	36,319	30,000	30,000
NPDES Environmental Compliance	56,093	57,754	50,000	50,000
Waste Management-Other	<u>60,089</u>	<u>1,981</u>	<u>500</u>	<u>-</u>
Total Enterprise/Internal Services	<u>3,131,595</u>	<u>1,053,089</u>	<u>1,008,430</u>	<u>903,000</u>
Investment Earnings				
Interest on Investments	<u>19,298</u>	<u>2,037</u>	<u>500</u>	<u>500</u>
Total Investment Earnings	<u>19,298</u>	<u>2,037</u>	<u>500</u>	<u>500</u>
Miscellaneous				
Private Grants	<u>916</u>	<u>18,551</u>	<u>80,000</u>	<u>-</u>

CITY OF COVINA, CALIFORNIA
2013 - 2014 Budget
Revenue Detail

Fund: Environmental Services

Account No: 6200

	2010 - 2011	2011 - 2012	2012 - 2013	2013 - 2014
	<u>Actual</u>	<u>Actual</u>	<u>Revised</u>	<u>Adopted</u>
Total Miscellaneous	<u>916</u>	<u>18,551</u>	<u>80,000</u>	<u>-</u>
Other Financing Sources				
Transfer-General Fund	<u>24,383</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Other Financing Sources	<u>24,383</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Revenues	<u>3,235,209</u>	<u>1,229,333</u>	<u>1,148,520</u>	<u>999,160</u>

CITY OF COVINA, CALIFORNIA
2013 - 2014 Budget
Revenue Detail

Fund: Sewer Utility

Account No: 6300

	2010 - 2011	2011 - 2012	2012 - 2013	2013 - 2014
	<u>Actual</u>	<u>Actual</u>	<u>Revised</u>	<u>Adopted</u>
Charges for Services				
Variance Fees	<u>96,215</u>	<u>-</u>	<u>10,000</u>	<u>10,000</u>
Total Charges for Services	<u>96,215</u>	<u>-</u>	<u>10,000</u>	<u>10,000</u>
Special Assessments				
Sanitary Sewer	<u>1,368,215</u>	<u>1,750,241</u>	<u>2,150,000</u>	<u>2,150,000</u>
Total Special Assessments	<u>1,368,215</u>	<u>1,750,241</u>	<u>2,150,000</u>	<u>2,150,000</u>
Investment Earnings				
Interest on Investments	<u>120,851</u>	<u>38,263</u>	<u>220,000</u>	<u>220,000</u>
Total Investment Earnings	<u>120,851</u>	<u>38,263</u>	<u>220,000</u>	<u>220,000</u>
Total Revenues	<u>1,585,282</u>	<u>1,788,504</u>	<u>2,380,000</u>	<u>2,380,000</u>

CITY OF COVINA, CALIFORNIA
2013 - 2014 Budget
Revenue Detail

Fund: Central Equipment

Account No: 7010

	2010 - 2011	2011 - 2012	2012 - 2013	2013 - 2014
	<u>Actual</u>	<u>Actual</u>	<u>Revised</u>	<u>Adopted</u>
Enterprise/Internal Services				
Motor Pool Charges	1,236,420	1,346,080	1,210,900	1,292,800
Fuel Charges-Outside Sales	141,088	123,814	65,000	125,000
Central Equipment-Other	<u>13,734</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Enterprise/Internal Services	<u>1,391,242</u>	<u>1,469,894</u>	<u>1,275,900</u>	<u>1,417,800</u>
Investment Earnings				
Interest on Investments	<u>11,869</u>	<u>4,417</u>	<u>25,000</u>	<u>25,000</u>
Total Investment Earnings	<u>11,869</u>	<u>4,417</u>	<u>25,000</u>	<u>25,000</u>
Miscellaneous				
Gain on Sale of Property	<u>-</u>	<u>10,013</u>	<u>-</u>	<u>-</u>
Total Miscellaneous	<u>-</u>	<u>10,013</u>	<u>-</u>	<u>-</u>
Total Revenues	<u>1,403,111</u>	<u>1,484,324</u>	<u>1,300,900</u>	<u>1,442,800</u>

CITY OF COVINA, CALIFORNIA
2013 - 2014 Budget
Revenue Detail

Fund: Management Information Systems

Account No: 7200

	2010 - 2011	2011 - 2012	2012 - 2013	2013 - 2014
	<u>Actual</u>	<u>Actual</u>	<u>Revised</u>	<u>Adopted</u>
Enterprise/Internal Services				
Information Technology Charges	1,088,490	1,055,980	-	-
IT-Other	-	6,695	-	-
Total Enterprise/Internal Services	<u>1,088,490</u>	<u>1,062,675</u>	<u>-</u>	<u>-</u>
Investment Earnings				
Interest on Investments	<u>17,098</u>	<u>2,425</u>	<u>22,000</u>	<u>-</u>
Total Investment Earnings	<u>17,098</u>	<u>2,425</u>	<u>22,000</u>	<u>-</u>
Miscellaneous				
Gain on Sale of Property	-	92	-	-
Other	<u>-</u>	<u>4,911</u>	<u>-</u>	<u>-</u>
Total Miscellaneous	<u>-</u>	<u>5,002</u>	<u>-</u>	<u>-</u>
Total Revenues	<u>1,105,588</u>	<u>1,070,102</u>	<u>22,000</u>	<u>-</u>

CITY OF COVINA, CALIFORNIA
2013 - 2014 Budget
Revenue Detail

Fund: Worker's Compensation

Account No: 7360

	2010 - 2011	2011 - 2012	2012 - 2013	2013 - 2014
	<u>Actual</u>	<u>Actual</u>	<u>Revised</u>	<u>Adopted</u>
Other Financing Sources				
Transfer-General Fund	-	136,000	-	-
Total Other Financing Sources	-	136,000	-	-
Total Revenues	<u>-</u>	<u>136,000</u>	<u>-</u>	<u>-</u>

CITY OF COVINA, CALIFORNIA
2013 - 2014 Budget
Revenue Detail

Fund: Public Liability

Account No: 7370

	2010 - 2011	2011 - 2012	2012 - 2013	2013 - 2014
	<u>Actual</u>	<u>Actual</u>	<u>Revised</u>	<u>Adopted</u>
Other Financing Sources				
Transfer-General Fund	<u>419,000</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Other Financing Sources	<u>419,000</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Revenues	<u>419,000</u>	<u>-</u>	<u>-</u>	<u>-</u>

CITY OF COVINA, CALIFORNIA
2013 - 2014 Budget
Revenue Detail

Fund: Downtown District

Account No: 8186

	2010 - 2011	2011 - 2012	2012 - 2013	2013 - 2014
	<u>Actual</u>	<u>Actual</u>	<u>Revised</u>	<u>Adopted</u>
Taxes				
Business Registration-Downtown	<u>7,375</u>	<u>7,980</u>	<u>8,750</u>	<u>8,750</u>
Total Taxes	<u>7,375</u>	<u>7,980</u>	<u>8,750</u>	<u>8,750</u>
Total Revenues	<u><u>7,375</u></u>	<u><u>7,980</u></u>	<u><u>8,750</u></u>	<u><u>8,750</u></u>

CITY OF COVINA, CALIFORNIA
2013 - 2014 Budget
Revenue Detail

Fund: Prospero Park District

Account No: 8187

	2010 - 2011	2011 - 2012	2012 - 2013	2013 - 2014
	<u>Actual</u>	<u>Actual</u>	<u>Revised</u>	<u>Adopted</u>
Taxes				
Business Registration-Prospero Park	<u>8,620</u>	<u>8,289</u>	<u>9,000</u>	<u>9,000</u>
Total Taxes	<u>8,620</u>	<u>8,289</u>	<u>9,000</u>	<u>9,000</u>
Investment Earnings				
Interest on Investments	<u>27</u>	<u>4</u>	<u>-</u>	<u>-</u>
Total Investment Earnings	<u>27</u>	<u>4</u>	<u>-</u>	<u>-</u>
Total Revenues	<u>8,647</u>	<u>8,293</u>	<u>9,000</u>	<u>9,000</u>

CITY OF COVINA, CALIFORNIA
2013 - 2014 Budget
Revenue Detail

Fund: SACRA

Account No: SAXX

	2010 - 2011	2011 - 2012	2012 - 2013	2013 - 2014
	<u>Actual</u>	<u>Actual</u>	<u>Revised</u>	<u>Adopted</u>
Taxes				
SB211 Pass-Through	-	(107,099)	-	-
County Pass-Through	-	3,000,892	4,729,950	4,773,670
Total Taxes	-	2,893,793	4,729,950	4,773,670
Charges for Services				
Property Rental Fees	-	250,513	627,500	700,840
Total Charges for Services	-	250,513	627,500	700,840
Investment Earnings				
Interest on Investments	-	111,072	-	-
Interest on Loans	-	8,572	-	260
Unrealized Gain/(Loss)	-	(116,636)	-	-
Total Investment Earnings	-	3,008	-	260
Miscellaneous				
Late Fees	-	11,000	-	-
Other	-	216	-	-
Total Miscellaneous	-	11,216	-	-
Other Financing Sources				
Transfer-Debt	-	(1,985,516)	-	-
Transfer-Special Revenue	-	8,675,604	-	-
Transfer-CRA Capital	-	25,886,128	-	-
Transfer-SACRA RORF	-	-	4,729,950	4,773,660
Total Other Financing Sources	-	32,576,216	4,729,950	4,773,660
Total Revenues	-	35,734,746	10,087,400	10,248,430

CITY OF COVINA, CALIFORNIA
2013 - 2014 Budget
Program Summary

Program: General Government

	2010 - 2011	2011 - 2012	2012 - 2013	2013 - 2014
	<u>Actual</u>	<u>Actual</u>	<u>Revised</u>	<u>Adopted</u>
Revenues				
Charges for Services	444,016	877,295	185,500	206,000
Fines and Forfeits	252	368	1,000	1,000
Miscellaneous	67,746	386,395	45,000	45,000
Enterprise/Internal Service	-	20	-	-
Total Revenues	<u>512,014</u>	<u>1,264,057</u>	<u>231,500</u>	<u>252,000</u>
Activities				
City Council	57,533	4,512	12,400	15,870
City Clerk	2,387	(39,808)	-	-
City Treasurer	3,339	3,340	-	-
City Manager	462,822	104,819	50,777	17,030
City Attorney	290,664	182,072	100,000	-
Finance	1,434,475	(83,868)	4,800	5,800
Elections	2,160	-	73,600	-
Records Management	165,009	71,916	8,050	9,050
Human Resources	581,967	(147,477)	51,440	11,440
Employee Development	2,218	2,530	-	-
Workers Compensation	732,900	605,337	350	-
Public Liability	229,976	1,264,151	-	-
General Insurance	562,402	19,706	-	-
Duplicating Services	118,133	(24,187)	100	-
Public Information	192,407	110,992	7,000	28,800
Civic Center	153,097	144,261	41,500	500
Indirect Cost Allocation - General Gov.	<u>(1,492,319)</u>	<u>(598,950)</u>	<u>-</u>	<u>-</u>
Total Activities	<u>3,499,169</u>	<u>1,619,345</u>	<u>350,017</u>	<u>88,490</u>
Appropriations				
General Fund	3,465,533	1,619,345	343,017	59,690
Public Education in Government	<u>33,636</u>	<u>-</u>	<u>7,000</u>	<u>28,800</u>
Total Appropriations	<u>3,499,169</u>	<u>1,619,345</u>	<u>350,017</u>	<u>88,490</u>

CITY OF COVINA, CALIFORNIA

2013-2014 Budget

Activity Information

Program: General Government

Activity: City Council

Purpose

The Members of the City Council are the elected representatives of the City and, therefore, act as the policy-making legislative body of the Municipality. They adopt the City's laws, known as ordinances, adopt resolutions reflecting policy positions, or authorization for City actions, and are bound to uphold the laws of the State of California, as well as our Federal Government. The City Council selects or approves the selection of members of City boards, commissions, and committees. Each year the City Council adopts a fiscal budget of appropriations and retains control over transfers and/or supplements between/to the various funds of that budget.

The City of Covina functions under a City Council-City Manager form of government. The City Council serves as the legislative branch of government while the City Manager serves as the chief executive.

Goals and Objectives

The City Council has identified the following goals and objectives:

- Work toward implementation of the City's Strategic Plan.
- Improve the financial long-term health of the City organization.
- Develop goals and objectives that unite the diverse parts of the City.
- Improve the value (both economic and quality of life) of the City.
- Reach out to involve more citizens and other groups in civic affairs.
- Create an atmosphere of civility, pride and respect in all its dealings with citizens, groups and other agencies.
- Address the long-term infrastructure needs to the City.
- Seek and support intergovernmental solutions to regional problems and issues, e.g. housing, job creation, economic growth, healthcare, homelessness, transit and other environmental issues.

Base Budget-Change in Service

Proposed changes in service for 2013-2014 include:

- Minimal increase in Other Services and Charges.

The City Council activity is accounted for in the General Fund.

	<u>2010-2011 Actual</u>	<u>2011-2012 Actual</u>	<u>2012-2013 Budget</u>	<u>2013-2014 Adopted</u>
Full-Time Equivalent Positions				
<u>FTE Part-Time Positions</u>				
City Council	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>
Total Full-Time Equivalent Positions	<u><u>1.00</u></u>	<u><u>1.00</u></u>	<u><u>1.00</u></u>	<u><u>1.00</u></u>

CITY OF COVINA, CALIFORNIA
2013 - 2014 Budget
Activity Summary

Program: General Government

Activity: City Council

	2010 - 2011	2011 - 2012	2012 - 2013	2013 - 2014
	<u>Actual</u>	<u>Actual</u>	<u>Revised</u>	<u>Adopted</u>
Revenues				
Total Revenues	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Expenditures				
Personal Services	27,114	27,641	26,730	27,930
Professional and Technical	12,281	12,117	16,700	9,500
Property Services	234	20	250	250
Other Services and Charges	14,465	17,132	12,730	16,000
Supplies	3,439	2,252	3,040	2,800
Interdepartmental	<u>-</u>	<u>(54,650)</u>	<u>(47,050)</u>	<u>(40,610)</u>
Total Expenditures	<u>57,533</u>	<u>4,512</u>	<u>12,400</u>	<u>15,870</u>
Appropriations				
General Fund	<u>57,533</u>	<u>4,512</u>	<u>12,400</u>	<u>15,870</u>
Total Appropriations	<u>57,533</u>	<u>4,512</u>	<u>12,400</u>	<u>15,870</u>

CITY OF COVINA, CALIFORNIA
2013-2014 Budget
Activity Information

Program: General Government

Activity: City Clerk

Purpose

The City Clerk, an elected official, acts under the authority of the California Government Code, City Statutes and policies. The City Clerk is the official keeper of the City Seal. The City Clerk attends City Council/Successor Agency to the Covina Redevelopment Agency/Public Finance Authority/Housing Authority meetings and certifies the minutes of these meetings. Preparation of the minutes may be delegated to the Records Management Staff through the City Manager at the option of the City Clerk. The City Clerk is responsible for administering oaths or affirmations of office. The City Clerk may appoint deputies to act on his or her behalf.

Goals and Objectives

The main objective of the City Clerk is to provide complete and up-to-date records of all proceedings of the legislative body.

Base Budget-Change in Service

There is no change in service for Fiscal Year 2013-2014.

	2010-2011 Actual	2011-2012 Actual	2012-2013 Budget	2013-2014 Adopted
Full-Time Equivalent Positions				
<u>FTE Part-Time Positions</u>				
City Clerk	0.03	0.03	0.03	0.03
Total Full-Time Equivalent Positions	0.03	0.03	0.03	0.03

CITY OF COVINA, CALIFORNIA
2013 - 2014 Budget
Activity Summary

Program: General Government

Activity: City Clerk

	2010 - 2011	2011 - 2012	2012 - 2013	2013 - 2014
	<u>Actual</u>	<u>Actual</u>	<u>Revised</u>	<u>Adopted</u>
Revenues				
Total Revenues	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Expenditures				
Personal Services	2,287	2,812	2,530	2,530
Other Services and Charges	100	-	100	100
Interdepartmental	<u>-</u>	<u>(42,620)</u>	<u>(2,630)</u>	<u>(2,630)</u>
Total Expenditures	<u>2,387</u>	<u>(39,808)</u>	<u>-</u>	<u>-</u>
Appropriations				
General Fund	<u>2,387</u>	<u>(39,808)</u>	<u>-</u>	<u>-</u>
Total Appropriations	<u>2,387</u>	<u>(39,808)</u>	<u>-</u>	<u>-</u>

CITY OF COVINA, CALIFORNIA

2013-2014 Budget

Activity Information

Program: General Government

Activity: City Treasurer

Purpose

The City Treasurer, an elected official, is the custodian of all City and Redevelopment Agency funds. Other responsibilities include monthly treasurer reports to the City Council and Redevelopment Agency Board.

Goals and Objectives

The main objective of the city treasurer activity is timely and accurate monthly treasurer reports to the City Council and Redevelopment Agency Board.

Base Budget-Change in Service

There is no change in service for Fiscal Year 2013-2014.

The City Treasurer activity is accounted for in the General Fund.

	<u>2010-2011 Actual</u>	<u>2011-2012 Actual</u>	<u>2012-2013 Budget</u>	<u>2013-2014 Adopted</u>
Full-Time Equivalent Positions				
<u>FTE Part-Time Positions</u>				
City Treasurer	<u>0.03</u>	<u>0.03</u>	<u>0.03</u>	<u>0.03</u>
Total Full-Time Equivalent Positions	<u><u>0.03</u></u>	<u><u>0.03</u></u>	<u><u>0.03</u></u>	<u><u>0.03</u></u>

CITY OF COVINA, CALIFORNIA
2013 - 2014 Budget
Activity Summary

Program: General Government

Activity: City Treasurer

	2010 - 2011 <u>Actual</u>	2011 - 2012 <u>Actual</u>	2012 - 2013 <u>Revised</u>	2013 - 2014 <u>Adopted</u>
Revenues				
Total Revenues	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Expenditures				
Personal Services	2,589	2,590	2,530	2,530
Other Services and Charges	750	750	750	750
Interdepartmental	<u>-</u>	<u>-</u>	<u>(3,280)</u>	<u>(3,280)</u>
Total Expenditures	<u>3,339</u>	<u>3,340</u>	<u>-</u>	<u>-</u>
Appropriations				
General Fund	<u>3,339</u>	<u>3,340</u>	<u>-</u>	<u>-</u>
Total Appropriations	<u>3,339</u>	<u>3,340</u>	<u>-</u>	<u>-</u>

CITY OF COVINA, CALIFORNIA

2013-2014 Budget

Activity Information

Program: General Government

Activity: City Manager

Purpose

The City Manager provides the services of chief executive officer for City operations and municipal services, and implementing City Council policy. The City Manager also functions as the Executive Director of the Successor Agency to the Covina Redevelopment Agency.

The City Manager is responsible for the hiring, management, and discipline of all employees except the City Attorney, City Clerk, and City Treasurer. The primary functions of City Management are to plan, direct, and supervise employees; prepare and administer the fiscal budget; act as employee relations officer; and enforce all municipal codes and City contract obligations. The City Manager must lead on short-term and long-term issues.

Support Service Activities

The City Manager's department is responsible for the following support service activities:

- Liaison to citizen inquiries and/or issues
- Support staff to City Council, City Attorney and Public Information activities.

Goals and Objectives

This fiscal year the City Manager will continue to place great emphasis on the following issues:

- Work on community education and outreach with emphasis on impact to City services due to budget restraints.
- Continue to service and respond to the needs of our citizens.
- Continue to track, record and collate citizen inquiries, complaints and request for service.
- Continue our outreach to citizens and other groups that traditionally have not been fully involved in the civic decision making process through new as well as established programs.
- Continue to work on issues and challenges that have regional implications, e.g. transit, health care, housing, homelessness, job creation, business retention and attraction.
- Continue to support the long-range community visioning process started by the Chamber of Commerce.
- Work on succession planning throughout the organization.
- Continue emphasis on continuing education, training and staff development at all levels of the City organization.
- Work toward stabilizing and improving the core duties of our various divisions and departments within the City.
- Continue and improve the "marketing initiative" that enhances the overall image of the community of Covina.
- Continue to provide priority to capital and infrastructure needs around the City.
- Assist the City Council in developing policies that will "set" longer range goals regarding municipal service levels as dictated by current funding levels.
- Work toward implementation of the City's Strategic Plan.

CITY OF COVINA, CALIFORNIA

2013-2014 Budget

Activity Information

Program: General Government

Activity: City Manager

Base Budget-Change in Service

- 50% of the salary for Assistant to the City Manager is added to this budget.
- Reductions in services and charges to other cost centers.

The budget appropriation for the City Manager activity is accounted for in the General Fund.

	<u>2010-2011 Actual</u>	<u>2011-2012 Actual</u>	<u>2012-2013 Budget</u>	<u>2013-2014 Adopted</u>
Full-Time Equivalent Positions				
<u>Full-Time Positions</u>				
City Manager	1.00	1.00	1.00	1.00
Assistant City Manager	1.00	-	-	-
Assistant to City Manager	-	-	-	0.50
Executive Assistant to the City Manager	-	1.00	1.00	1.00
Senior Administrative Technician	<u>1.00</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Full-Time Positions	<u>3.00</u>	<u>2.00</u>	<u>2.00</u>	<u>2.50</u>
<u>FTE Part-Time Positions</u>				
Administrative Technician	<u>1.00</u>	<u>0.50</u>	<u>0.50</u>	<u>0.50</u>
Total FTE Part-Time Positions	<u>1.00</u>	<u>0.50</u>	<u>0.50</u>	<u>0.50</u>
Total Full-Time Equivalent Positions	<u>4.00</u>	<u>2.50</u>	<u>2.50</u>	<u>3.00</u>

CITY OF COVINA, CALIFORNIA
2013 - 2014 Budget
Activity Summary

Program: General Government

Activity: City Manager

	2010 - 2011	2011 - 2012	2012 - 2013	2013 - 2014
	<u>Actual</u>	<u>Actual</u>	<u>Revised</u>	<u>Adopted</u>
Revenues				
Total Revenues	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Expenditures				
Personal Services	340,195	322,018	480,682	450,110
Professional and Technical	86,558	103,510	89,175	68,000
Property Services	9,032	8,848	7,450	9,450
Other Services and Charges	25,791	16,320	16,510	22,020
Supplies	1,245	1,327	3,450	2,150
Interdepartmental	<u>-</u>	<u>(347,204)</u>	<u>(546,490)</u>	<u>(534,700)</u>
Total Expenditures	<u>462,822</u>	<u>104,819</u>	<u>50,777</u>	<u>17,030</u>
Appropriations				
General Fund	<u>462,822</u>	<u>104,819</u>	<u>50,777</u>	<u>17,030</u>
Total Appropriations	<u>462,822</u>	<u>104,819</u>	<u>50,777</u>	<u>17,030</u>

CITY OF COVINA, CALIFORNIA
2013-2014 Budget
Activity Information

Program: General Government

Activity: City Attorney

Purpose

The City Attorney is the chief legal advisor of the City. The City Attorney and various Assistant City Attorneys, under the line authority of the City Council and in cooperation with the City Manager, attends all City Council Meetings and all meetings of the Planning Commission and is prepared to render advice on actions of legal implication and prepares such documents for or in follow-up to the deliberations thereof.

Goals and Objectives

The main objective of the City Attorney activity is to provide expert legal advice to the City Council, City Manager, other City staff and officials; and to review and represent the City in court on all matters of litigation. The City Attorney also does legal work on Workers' Compensation claims and personnel matters, and continues to be involved in ordinance amendments, Municipal Code updates, preparation and review of draft legislation, as well as review matters of pending litigation. The City Attorney is the City's chief advisor on matters of law and the impact of the law on public policy. The City Attorney advises the City at all public meetings, and may from time to time advise the City in closed session (attorney/client) as the law requires.

Base Budget-Change in Service

A reduction of \$73,540 resulting in the restructuring of the service delivery to the City of Covina

	<u>2010-2011</u> <u>Actual</u>	<u>2011-2012</u> <u>Actual</u>	<u>2012-2013</u> <u>Actual</u>	<u>2013-2014</u> <u>Adopted</u>
Full-Time Equivalent Positions				
Total Full-Time Equivalent Positions	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

CITY OF COVINA, CALIFORNIA
2013 - 2014 Budget
Activity Summary

Program: General Government

Activity: City Attorney

	2010 - 2011 <u>Actual</u>	2011 - 2012 <u>Actual</u>	2012 - 2013 <u>Revised</u>	2013 - 2014 <u>Adopted</u>
Revenues				
Total Revenues	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Expenditures				
Professional and Technical	290,664	346,862	307,540	234,000
Interdepartmental	<u>-</u>	<u>(164,790)</u>	<u>(207,540)</u>	<u>(234,000)</u>
Total Expenditures	<u>290,664</u>	<u>182,072</u>	<u>100,000</u>	<u>-</u>
Appropriations				
General Fund	<u>290,664</u>	<u>182,072</u>	<u>100,000</u>	<u>-</u>
Total Appropriations	<u>290,664</u>	<u>182,072</u>	<u>100,000</u>	<u>-</u>

CITY OF COVINA, CALIFORNIA

2013-2014 Budget

Activity Information

Program: General Government

Activity: Finance

Purpose

Finance manages the overall financial operations of the City, Successor Agency for the Covina Redevelopment Agency (SACRA) and Housing Authority. The department is responsible for the following support services:

- Financial administration
- General accounting
- Grant and capital project administration
- Purchasing and accounts payable
- Payroll
- Cashier
- Independent audit
- Business licensing
- Financial information systems

Finance is also responsible for the treasury and utility bill payment functions. These activities are accounted for in the City Treasurer and Water/Environmental Utility Billing budget.

Financial administration. Financial administration manages the City, SACRA and Housing Authority financial operations. This includes financial planning, cash and debt management, staff support, banking relations and special projects.

General accounting. General accounting provides for the financial reporting, independent audit, budgeting and accounting of the City, SACRA and Housing Authority financial.

Grant and capital project administration. Grant and capital project administration provides for the management and reporting of grants and capital projects of the City, SACRA and Housing Authority financial.

Purchasing and accounts payable. Purchasing and accounts payable coordinates and controls the City, SACRA and Housing Authority financial vendor files and cash disbursement function. This activity reviews all purchase orders entered into the MUNIS financial system for compliance with the Covina Municipal Code.

Payroll. Payroll is responsible for the timely issuance of the bi-weekly payroll and other required special payroll. Health, dental, vision, life, LTD and flex benefit monthly billings are reconciled for payment by payroll.

Independent audit. Independent audit includes the planning, scheduling and completion of the financial and single audits of the City, SACRA and Housing Authority financial.

Cashier. Cashier is responsible for miscellaneous accounts receivable, and the processing cash receipts for the City, SACRA and Housing Authority financial.

CITY OF COVINA, CALIFORNIA
2013-2014 Budget
Activity Information

Program: General Government

Activity: Finance

Business licensing. Business licensing is responsible for the administration and enforcement of the City's business license registration tax. A business license processing fee supports the activity.

Financial information systems. Financial information systems provide the information technology support to the City, SACRA and Housing Authority financial and accounting operations. Technical support is provided by the information technology staff.

Goals and Objectives

Major finance goals are:

- Maintain program base budgeting standards.
- Improve the return on City, SACRA and Housing Authority financial.
- Review and audit utility users tax revenues.
- Review and adjust user fees where appropriate.
- Maintain GASB reporting requirements.
- Maintain the Certificate of Achievement for Excellence in Financial Reporting.
- Enforce City Code compliance relating to business licenses.
- Maintain financial information systems upgrades.
- Improve customer service by implementing a continuance of training programs for staff.
- Adopt formal budget policies.
- Maintain the newly adopted model of Indirect Cost Allocation Plan developed by Willdan Financial Services

Base Budget-Change in Service

The change from prior fiscal year for the Finance Department's base budget is the direct allocation of a percent of the Finance Director's salary and benefit costs to the Information Technology Division due to the direct oversight by the Director as well as to the Successor Agency budget. Additionally there is a reduction of \$69,500 in Professional and Technical costs as a result of the reduction of fees charged by the County of Los Angeles on Property Tax collections.

The budget appropriation for the Finance activity is accounted for in the General Fund and offset by charges for services and indirect cost allocation.

CITY OF COVINA, CALIFORNIA

2013-2014 Budget

Activity Information

Program: General Government

Activity: Finance

	2010-2011 Actual	2011-2012 Actual	2012-2013 Budget	2013-2014 Adopted
Full-Time Equivalent Positions				
<u>Full-Time Positions</u>				
Director of Finance	1.00	1.00	1.00	1.00
Finance Manager	1.00	1.00	1.00	1.00
Senior Accountant	2.00	1.00	1.00	1.00
Accountant	-	1.00	1.00	1.00
Management Analyst	-	1.00	1.00	1.00
Senior Finance Technician	2.00	1.00	1.00	-
Business License Technician	1.00	1.00	1.00	1.00
Account Clerk II	1.50	1.25	1.25	1.50
Payroll Technician	-	-	-	1.00
Admin Technician	-	-	-	0.00
Total Full-Time Positions	8.50	8.25	8.25	9.00
<u>FTE Part-Time Positions</u>				
Account Clerk I	0.50	-	-	0.00
Account Clerk II	-	0.50	0.50	1.00
Total FTE Part-Time Positions	0.50	0.50	0.50	1.50
Total Full-Time Equivalent	9.00	9.00	8.75	10.50

CITY OF COVINA, CALIFORNIA
2013 - 2014 Budget
Activity Summary

Program: General Government

Activity: Finance

	2010 - 2011	2011 - 2012	2012 - 2013	2013 - 2014
	<u>Actual</u>	<u>Actual</u>	<u>Revised</u>	<u>Adopted</u>
Revenues				
Charges for Services	114,155	124,215	152,500	183,500
Fines and Forfeits	252	368	1,000	1,000
Enterprise/Internal Service	<u>-</u>	<u>20</u>	<u>-</u>	<u>-</u>
Total Revenues	<u>114,407</u>	<u>124,603</u>	<u>153,500</u>	<u>184,500</u>
Expenditures				
Personal Services	705,422	933,146	877,550	870,970
Professional and Technical	692,143	533,854	276,000	206,500
Property Services	10,357	10,986	12,200	12,200
Other Services and Charges	20,930	21,986	31,310	28,460
Supplies	5,623	5,121	4,250	5,250
Interdepartmental	<u>-</u>	<u>(1,588,962)</u>	<u>(1,196,510)</u>	<u>(1,117,580)</u>
Total Expenditures	<u>1,434,475</u>	<u>(83,868)</u>	<u>4,800</u>	<u>5,800</u>
Appropriations				
General Fund	<u>1,434,475</u>	<u>(83,868)</u>	<u>4,800</u>	<u>5,800</u>
Total Appropriations	<u>1,434,475</u>	<u>(83,868)</u>	<u>4,800</u>	<u>5,800</u>

CITY OF COVINA, CALIFORNIA
2013 - 2014 Budget
Activity Summary

Program: General Government

Activity: Elections

	2010 - 2011 Actual	2011 - 2012 Actual	2012 - 2013 Revised	2013 - 2014 Adopted
Revenues				
Total Revenues	-	-	-	-
Expenditures				
Personal Services	-	-	4,500	-
Professional and Technical	1,493	-	55,000	-
Property Services	-	-	400	-
Other Services and Charges	667	-	9,400	-
Supplies	-	-	4,300	-
Total Expenditures	2,160	-	73,600	-
Appropriations				
General Fund	2,160	-	73,600	-
Total Appropriations	2,160	-	73,600	-

CITY OF COVINA, CALIFORNIA

2013 - 2014 Budget

Activity Information

Program: General Government

Activity: Records Management

Purpose

Records Management carries out many of the functions designated to the City Clerk by the California Government Code, California Elections Code, Covina Municipal Code and other city policies. Personnel assigned to Records Management come under the direct authority of the City Manager.

The significant department tasks include:

- Conducted the March 2013 municipal general election with the successful consolidation of six polling locations and a 13% voter turnout.
- Fostered department efficiency with the use of technology to reduce the number of distributed Council agenda meeting packets.
- Manage and maintain custody of all official records and documents including Council Ordinances, Resolutions and Minutes; responding 141 requests for records for 2012-2013 fiscal year under the California Public Records Act.
- Attend “Council/Agency/Authority” meetings; prepare minutes and coordinate finalized document distribution.
- Provide updates to the online Covina Municipal Code and distribute code supplements.
- Update City’s bi-annual Conflict of Interest Code and administer the Oath of Office to new hires and appointed/elected officials.
- Act as the Filing Officer for the City in relation to the Political Reform Act, Conflict of Interest Code and mandated Ethics training.
- Administer the provisions of the Maddy Act for City Boards, Commissions and Committees.
- Accept subpoenas and claims on behalf of the City.
- Coordinate legal publications and noticing; certify documents pertaining to City affairs.
- Provide prompt and courteous service to City staff and citizen requests.

Goals and Objectives

Goals for Fiscal Year 2013-2014 are as follows:

- Continue the organization of active and inactive record management and maintain indexing of legislative history, which incorporates scanning of vital records into the electronic document management system.
- Monitor the change in laws, regulations and technology that may affect office operations; including ongoing professional training.
- Research and develop a plan for the preservation of the City’s archival records.
- Launch citywide automated filing of Fair Political Practices Commission (FPPC) Statement of Economic Interest Form 700; maintaining standards as the Filing Officer.
- Conduct a review for enhancements in advance of the 2015 general municipal election, including looking at ways to increase public awareness and voter turnout.
- Maintain the City Clerk’s webpage related to agenda material and general department information.
- Continue to provide prompt, courteous and knowledgeable service to the public and City staff.

CITY OF COVINA, CALIFORNIA

2012 - 2013 Budget

Activity Information

Program: General Government

Activity: Records Management

	2009-2010 <u>Actual</u>	2010-2011 <u>Actual</u>	2011-2012 <u>Budget</u>	2012-2013 <u>Adopted</u>
Full-Time Equivalent Positions				
<u>Full-Time Positions</u>				
Chief Deputy City Clerk	1.00	1.00	-	-
Senior Deputy City Clerk	-	-	-	1.00
Administrative Technician	-	-	0.50	0.50
Deputy City Clerk	1.00	1.00	1.00	-
Total Full-Time Positions	<u>2.00</u>	<u>2.00</u>	<u>1.50</u>	<u>1.50</u>
<u>FTE Part-Time Positions</u>				
Office Assistant II	0.50	0.50	0.50	0.50
Office Aide	-	-	0.50	0.50
Total FTE Part-Time Positions	<u>0.50</u>	<u>0.50</u>	<u>1.00</u>	<u>1.00</u>
Total Full-Time Equivalent Positions	<u><u>2.50</u></u>	<u><u>2.50</u></u>	<u><u>2.50</u></u>	<u><u>2.50</u></u>

CITY OF COVINA, CALIFORNIA
2013 - 2014 Budget
Activity Summary

Program: General Government

Activity: Records Management

	2010 - 2011 Actual	2011 - 2012 Actual	2012 - 2013 Revised	2013 - 2014 Adopted
Revenues				
Charges for Services	9,090	9,361	8,000	7,500
Total Revenues	<u>9,090</u>	<u>9,361</u>	<u>8,000</u>	<u>7,500</u>
Expenditures				
Personal Services	119,269	134,209	150,130	186,920
Professional and Technical	25,926	\$ 16,987	7,500	4,500
Property Services	4,369	\$ 4,452	2,500	4,500
Other Services and Charges	8,167	\$ 11,704	10,950	11,550
Supplies	7,278	\$ 6,331	6,500	7,000
Interdepartmental	-	\$ (101,766)	(169,530)	(205,420)
Total Expenditures	<u>165,009</u>	<u>71,916</u>	<u>8,050</u>	<u>9,050</u>
Appropriations				
General Fund	<u>165,009</u>	<u>71,916</u>	<u>8,050</u>	<u>9,050</u>
Total Appropriations	<u>165,009</u>	<u>71,916</u>	<u>8,050</u>	<u>9,050</u>

CITY OF COVINA, CALIFORNIA

2012-2013 Budget

Activity Information

Program: General Government

Activity: Human Resources

Purpose, Goals, and Objectives

The Human Resources staff is comprised of one Human Resources Director, one Sr. Human Resources Analyst, one Risk Manager, one Sr. Administrative Technician, and one Administrative Intern. The HR Department has the privilege of working with all departments within the city. From the time a department needs to recruit for a position to the time an employee decides to retire, HR will be involved in the process. The department also has the responsibility of assuring employee's get proper treatment for work-related injuries, investigating claims against the city, overseeing health benefits, negotiating memoranda of understanding and securing a safe and secure workplace.

Providing the best in customer service is vital to the needs of the management team as well as the City's employees. The Human Resources staff takes pride in the work they do because we know departments rely on expedience in the way their requests are handled and managed.

Base Budget-Change in Services

This is no base-budget change in service.

	2010-2011 Actual	2011-2012 Actual	2012-2013 Budget	2013-2014 Adopted
Full-Time Equivalent Positions				
<u>Full-Time Positions</u>				
Director of Human Resources	1.00	1.00	1.00	1.00
Risk Manager	1.00	1.00	1.00	1.00
Human Resources Analyst	1.00	1.00	-	-
Senior Human Resources Analyst	-	-	1.00	1.00
Administrative Technician	1.00	1.00	1.00	1.00
<u>Part-Time Positions</u>				
Administrative Intern	-	-	-	0.50
Total Full-Time Equivalent Positions	4.00	4.00	4.00	4.50

CITY OF COVINA, CALIFORNIA
2013 - 2014 Budget
Activity Summary

Program: General Government

Activity: Human Resources

	2010 - 2011 <u>Actual</u>	2011 - 2012 <u>Actual</u>	2012 - 2013 <u>Revised</u>	2013 - 2014 <u>Adopted</u>
Revenues				
Total Revenues	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Expenditures				
Personal Services	449,424	485,747	294,430	312,910
Professional and Technical	98,552	143,851	85,800	62,000
Property Services	7,132	7,250	2,000	5,500
Other Services and Charges	17,958	13,600	20,940	18,940
Supplies	8,901	9,521	9,900	9,900
Interdepartmental	<u>-</u>	<u>(807,446)</u>	<u>(361,630)</u>	<u>(397,810)</u>
Total Expenditures	<u>581,967</u>	<u>(147,477)</u>	<u>51,440</u>	<u>11,440</u>
Appropriations				
General Fund	<u>581,967</u>	<u>(147,477)</u>	<u>51,440</u>	<u>11,440</u>
Total Appropriations	<u>581,967</u>	<u>(147,477)</u>	<u>51,440</u>	<u>11,440</u>

CITY OF COVINA, CALIFORNIA
2013 - 2014 Budget
Activity Summary

Program: General Government

Activity: Employee Development

	2010 - 2011 Actual	2011 - 2012 Actual	2012 - 2013 Revised	2013 - 2014 Adopted
Revenues				
Total Revenues	-	-	-	-
Expenditures				
Other Services and Charges	2,218	2,530	-	-
Total Expenditures	2,218	2,530	-	-
Appropriations				
General Fund	2,218	2,530	-	-
Total Appropriations	2,218	2,530	-	-

CITY OF COVINA, CALIFORNIA
2013 - 2014 Budget
Activity Summary

Program: General Government

Activity: Worker's Compensation

	2010 - 2011	2011 - 2012	2012 - 2013	2013 - 2014
	<u>Actual</u>	<u>Actual</u>	<u>Revised</u>	<u>Adopted</u>
Revenues				
Charges for Services	243,263	180,896	-	-
Miscellaneous	<u>-</u>	<u>309,033</u>	<u>-</u>	<u>-</u>
Total Revenues	<u>243,263</u>	<u>489,930</u>	<u>-</u>	<u>-</u>
Expenditures				
Professional and Technical	410,249	402,524	350	-
Other Services and Charges	316,317	202,813	-	-
Supplies	<u>6,333</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Expenditures	<u>732,900</u>	<u>605,337</u>	<u>350</u>	<u>-</u>
Appropriations				
General Fund	<u>732,900</u>	<u>605,337</u>	<u>350</u>	<u>-</u>
Total Appropriations	<u>732,900</u>	<u>605,337</u>	<u>350</u>	<u>-</u>

CITY OF COVINA, CALIFORNIA
2013 - 2014 Budget
Activity Summary

Program: General Government

Activity: Public Liability

	2010 - 2011	2011 - 2012	2012 - 2013	2013 - 2014
	<u>Actual</u>	<u>Actual</u>	<u>Revised</u>	<u>Adopted</u>
Revenues				
Charges for Services	<u>12,056</u>	<u>527,035</u>	-	-
Total Revenues	<u>12,056</u>	<u>527,035</u>	-	-
Expenditures				
Professional and Technical	172,940	202,760	-	-
Other Services and Charges	57,036	1,060,506	-	-
Interdepartmental	<u>-</u>	<u>884</u>	-	-
Total Expenditures	<u>229,976</u>	<u>1,264,151</u>	-	-
Appropriations				
General Fund	<u>229,976</u>	<u>1,264,151</u>	-	-
Total Appropriations	<u>229,976</u>	<u>1,264,151</u>	-	-

CITY OF COVINA, CALIFORNIA
2013 - 2014 Budget
Activity Summary

Program: General Government

Activity: General Insurance

	2010 - 2011	2011 - 2012	2012 - 2013	2013 - 2014
	<u>Actual</u>	<u>Actual</u>	<u>Revised</u>	<u>Adopted</u>
Revenues				
Total Revenues	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Expenditures				
Personal Services	516,323	527,381	470,000	470,000
Other Services and Charges	46,079	54,788	55,000	67,000
Interdepartmental	<u>-</u>	<u>(562,463)</u>	<u>(525,000)</u>	<u>(537,000)</u>
Total Expenditures	<u>562,402</u>	<u>19,706</u>	<u>-</u>	<u>-</u>
Appropriations				
General Fund	<u>562,402</u>	<u>19,706</u>	<u>-</u>	<u>-</u>
Total Appropriations	<u>562,402</u>	<u>19,706</u>	<u>-</u>	<u>-</u>

CITY OF COVINA, CALIFORNIA
2013 - 2014 Budget
Activity Summary

Program: General Government

Activity: Duplicating Services

	2010 - 2011	2011 - 2012	2012 - 2013	2013 - 2014
	<u>Actual</u>	<u>Actual</u>	<u>Revised</u>	<u>Adopted</u>
Revenues				
Charges for Services	<u>65,452</u>	<u>35,787</u>	<u>25,000</u>	<u>15,000</u>
Total Revenues	<u>65,452</u>	<u>35,787</u>	<u>25,000</u>	<u>15,000</u>
Expenditures				
Personal Services	59,204	61,079	61,770	62,790
Professional and Technical	5,090	5,090	-	-
Property Services	11,938	11,357	13,550	15,560
Other Services and Charges	39,913	5,151	2,100	100
Supplies	2,103	9,871	11,000	11,000
Interdepartmental	<u>(115)</u>	<u>(116,735)</u>	<u>(88,320)</u>	<u>(89,450)</u>
Total Expenditures	<u>118,133</u>	<u>(24,187)</u>	<u>100</u>	<u>-</u>
Appropriations				
General Fund	<u>118,133</u>	<u>(24,187)</u>	<u>100</u>	<u>-</u>
Total Appropriations	<u>118,133</u>	<u>(24,187)</u>	<u>100</u>	<u>-</u>

CITY OF COVINA, CALIFORNIA
2013 - 2014 Budget
Activity Summary

Program: General Government

Activity: Public Information

	2010 - 2011 Actual	2011 - 2012 Actual	2012 - 2013 Revised	2013 - 2014 Adopted
Revenues				
Miscellaneous Revenue	67,746	77,361	45,000	45,000
Total Revenues	<u>67,746</u>	<u>77,361</u>	<u>45,000</u>	<u>45,000</u>
Expenditures				
Personal Services	37,523	(28)	-	-
Professional and Technical	72,325	69,870	-	14,400
Property Services	1,700	1,781	-	-
Other Services and Charges	47,152	39,357	-	-
Supplies	72	12	-	-
Capital Outlay	33,636	-	7,000	14,400
Total Expenditures	<u>192,407</u>	<u>110,992</u>	<u>7,000</u>	<u>28,800</u>
Appropriations				
General Fund	158,771	110,992	-	-
Public Education in Government	33,636	-	7,000	28,800
Total Appropriations	<u>192,407</u>	<u>110,992</u>	<u>7,000</u>	<u>28,800</u>

CITY OF COVINA, CALIFORNIA
2013 - 2014 Budget
Activity Summary

Program: General Government

Activity: Civic Center

	2010 - 2011 <u>Actual</u>	2011 - 2012 <u>Actual</u>	2012 - 2013 <u>Revised</u>	2013 - 2014 <u>Adopted</u>
Revenues				
Total Revenues	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Expenditures				
Professional and Technical	-	25,021	-	-
Property Services	76,520	69,933	116,500	93,000
Other Services and Charges	3,120	4,774	7,360	7,240
Supplies	2,247	2,248	4,910	5,110
Capital Outlay	-	14,244	15,000	-
Interdepartmental	<u>71,210</u>	<u>28,040</u>	<u>(102,270)</u>	<u>(104,850)</u>
Total Expenditures	<u>153,097</u>	<u>144,261</u>	<u>41,500</u>	<u>500</u>
Appropriations				
General Fund	<u>153,097</u>	<u>144,261</u>	<u>41,500</u>	<u>500</u>
Total Appropriations	<u>153,097</u>	<u>144,261</u>	<u>41,500</u>	<u>500</u>

CITY OF COVINA, CALIFORNIA
2013 - 2014 Budget
Activity Summary

Program: General Government

Activity: Indirect Cost Allocation - G/G

	2010 - 2011 Actual	2011 - 2012 Actual	2012 - 2013 Revised	2013 - 2014 Adopted
Revenues				
Total Revenues	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Expenditures				
Interdepartmental Charges	<u>(1,492,319)</u>	<u>(598,950)</u>	<u>-</u>	<u>-</u>
Total Expenditures	<u>(1,492,319)</u>	<u>(598,950)</u>	<u>-</u>	<u>-</u>
Appropriations				
General Fund	<u>(1,492,319)</u>	<u>(598,950)</u>	<u>-</u>	<u>-</u>
Total Appropriations	<u>(1,492,319)</u>	<u>(598,950)</u>	<u>-</u>	<u>-</u>

CITY OF COVINA, CALIFORNIA
2013 - 2014 Budget
Program Summary

Program: Public Safety

	2010 - 2011	2011 - 2012	2012 - 2013	2013 - 2014
	Actual	Actual	Revised	Adopted
Revenues				
Taxes	72,715	19,030	20,000	20,000
Licenses and Permits	-	88,267	-	40,000
Intergovernmental	751,795	910,829	1,108,671	765,120
Charges for Services	234,688	429,610	972,000	654,000
Fines and Forfeits	1,106,260	1,031,280	1,004,220	944,220
Miscellaneous	4,629	3,646	-	-
Other Financing Sources	-	50,000	36,000	30,000
Total Revenues	<u>2,170,086</u>	<u>2,532,662</u>	<u>3,140,891</u>	<u>2,453,340</u>
Activities				
Police Administration	1,082,718	1,481,284	1,800,884	1,921,980
Crime Prevention	296,146	321,638	364,050	378,700
Police Investigation	1,834,887	2,061,727	2,235,722	2,184,580
Police Patrol	6,501,544	7,520,531	7,627,722	7,676,790
Police Records	490,417	529,938	616,630	660,640
Police Jail	364,625	437,400	502,100	469,200
Traffic Safety	412,997	425,582	467,090	472,260
Parking Control	262,493	341,844	361,010	358,600
Communication Services	1,086,482	1,129,343	1,488,480	1,462,490
Police Training	337,124	398,088	425,852	417,790
Police Computer Services	385,196	395,875	11,190	159,560
Fire Suppression	7,394,787	7,493,554	8,105,550	8,118,610
Disaster Preparedness	21,164	16,094	15,564	18,220
Animal Control	97,085	114,868	129,590	128,120
Total Activities	<u>20,567,665</u>	<u>22,667,767</u>	<u>24,151,433</u>	<u>24,427,540</u>
Appropriations				
General Fund	20,006,726	21,880,818	23,013,579	23,803,660
Red Light Camera Fund	294,667	329,835	474,405	394,220
Law Enforcement Grant Fund	266,272	440,448	655,450	229,660
Development Impact Fees	-	16,667	8,000	-
Total Appropriations	<u>20,567,665</u>	<u>22,667,767</u>	<u>24,151,433</u>	<u>24,427,540</u>

CITY OF COVINA, CALIFORNIA

2013-2014 Budget

Activity Information

Program: Public Safety

The Covina Police Department is comprised of two divisions: the Operations Division and the Administrative Services Division.

Operations Division: Patrol Unit, Traffic Unit, Parking Enforcement, Communications, School Resource Officers, Property/Evidence, Training, Helicopter Support, and Special Response Team (SRT).

Administrative Services Division: Administration, Recruitment, Investigations, Records, Jail, Crime Prevention/Alarm Unit and Disaster Preparedness.

The Police Department administers the service contracts for fire suppression/paramedic service and animal control service with Los Angeles County. Helicopter support is provided through a regional partnership with Foothill Air Support Team (FAST).

The Police Department's proposed budget for fiscal year 2013-2014 is \$13,519,510. If including Indirect Cost Allocation and the Fire Services contract, the Department base budget total becomes \$23,991,150.

Overview

The Covina Police Department has 96.50 full-time equivalent positions of which 59 are authorized positions for sworn police officers. To provide excellent customer service to residents, the department continues to deploy "Service Area Policing". In this strategy, the city is divided into three patrol areas, each supervised by a Lieutenant. This allows residents to contact a lieutenant responsible for their area to discuss non-emergency concerns. Service Area Policing has resulted in the following: increased accountability to residents; personalized service to residents and businesses; increased satisfaction and communication with the police department; and improved neighborhood quality of life.

Goals and Objectives

The Police Department's goals for fiscal year 2013-2014 are as follows:

- Provide an enhanced level of fundamental police services to the community.
- Proactive deployment of patrol forces in problematic areas.
- Monitor and investigate crimes.

The objectives of the aforementioned goals are:

- Maintain close supervision and quality auditing to ensure service is provided in the most efficient and professional manner.
- Utilize data analysis to accurately assess crime patterns and strategically deploy personnel and services.
- Implement an in-house parolee management program that will monitor the whereabouts of both assigned and non-revocable parolees who reside in and around the Covina area.
Participate in a regional taskforce with neighboring agencies to monitor and manage AB 109 (prison realignment) population. Due to the impact of AB 109 which partially shifted the responsibility of incarcerating and monitoring the State's inmate population to the County level, the Department has assigned a police officer to participate in this AB 109 taskforce on a full-time basis to assist in conducting area-wide operations. Funding is provided by the State through Los Angeles County.

CITY OF COVINA, CALIFORNIA

2013-2014 Budget

Activity Information

Program: Public Safety

- Implement the Police Officer Reserve Program to augment patrol activities city-wide.

Base Budget-Change

For FY 2013-2014, there is a net increase of \$1,098,210 due primarily to indirect cost allocation and an increase in the Los Angeles County Fire service contract as well as police salary step and benefits adjustments. The department maintains two (2) frozen Police Officer positions that have not been funded since mid-year 2009-2010.

While not funded by the General Fund, two (2) Community Services Officers are funded by a COPS grant.

	2010-2011 Actual	2011-2012 Actual	2012-2013 Revised	2013-2014 Adopted
Full-Time Equivalent Positions				
<u>Full-Time Positions</u>				
Chief of Police	1.00	1.00	1.00	1.00
Police Captain	1.00	2.00	2.00	2.00
Police Lieutenant	4.00	4.00	4.00	4.00
Police Sergeant	9.00	9.00	9.00	9.00
Police Officer	43.00	43.00	41.00	41.00
Community Services Officer	5.00	5.00	4.00	4.00
Support Services Manager	1.00	-	-	-
Management Analyst	-	1.00	1.00	1.00
Executive Assistant to the Police Chief	1.00	1.00	1.00	1.00
Property/Evidence Clerk	1.00	1.00	1.00	-
Public Safety Communications Supervisor	1.00	1.00	1.00	1.00
Public Safety Dispatcher	10.00	10.00	10.00	10.00
Court Officer	1.00	1.00	1.00	1.00
Jailer	4.00	4.00	4.00	4.00
Parking Officer	1.00	-	-	-
Police Records Supervisor	1.00	1.00	1.00	1.00
Police Records Clerk	5.00	5.00	5.00	5.00
Total Full-Time Positions	89.00	89.00	86.00	85.00

CITY OF COVINA, CALIFORNIA

2013-2014 Budget

Activity Information

Program: Public Safety

	2010-2011 Actual	2011-2012 Actual	2012-2013 Revised	2013-2014 Adopted
<u>FTE Part-Time Positions</u>				
Administrative Technician	0.50	0.50	0.50	0.50
Police Cadet	1.50	1.50	1.50	1.50
Background Investigator	1.00	0.50	0.50	0.50
Custodian	1.00	1.00	1.00	1.00
General Maintenance Worker	1.00	1.00	1.00	1.00
Public Safety Dispatcher	1.00	0.50	0.50	0.50
Community Service Specialist	0.50	0.50	0.50	0.50
Community Services Officer	0.50	0.50	0.50	0.50
Jailer	0.50	0.50	0.50	1.00
Overnight Parking Enforcement Officer	2.00	2.00	2.00	2.00
Parking Officer	0.50	0.50	0.50	0.50
Police Aide/Clerical	1.50	-	-	-
Police Records Clerk	-	1.50	1.50	1.50
Property/Evidence Clerk	-	-	-	-
Total FTE Part-Time Positions	11.50	10.50	10.50	12.00
Total Full-Time Equivalent Positions	100.50	99.50	96.50	97.00

CITY OF COVINA, CALIFORNIA
2013 - 2014 Budget
Activity Summary

Program: Public Safety

Activity: Police Administration

	2010 - 2011	2011 - 2012	2012 - 2013	2013 - 2014
	Actual	Actual	Revised	Adopted
Revenues				
Tax Revenue	15,081	19,030	20,000	20,000
Intergovernmental	32,982	-	-	-
Charges for Services	2,792	1,402	2,100	2,100
Miscellaneous Revenue	447	105	-	-
Other Financing Sources	-	50,000	36,000	-
Total Revenues	<u>51,302</u>	<u>70,537</u>	<u>58,100</u>	<u>22,100</u>
Expenditures				
Personal Services	720,127	935,322	1,059,380	1,068,920
Professional and Technical	139,009	79,917	115,190	117,190
Property Services	115,634	139,137	196,096	145,200
Other Services and Charges	70,319	72,986	124,150	94,690
Supplies	33,368	30,580	46,945	39,620
Capital Outlay	-	25,968	27,233	-
Interdepartmental	4,260	164,040	203,890	456,360
Other Financial Uses	-	33,333	28,000	-
Total Expenditures	<u>1,082,718</u>	<u>1,481,284</u>	<u>1,800,884</u>	<u>1,921,980</u>
Appropriations				
General Fund	1,054,207	1,432,903	1,730,889	1,917,590
Law Enforcement Grant Fund	28,511	31,715	61,995	4,390
Development Impact Fees	-	16,667	8,000	-
Capital Improvement Fund	-	-	-	-
Total Appropriations	<u>1,082,718</u>	<u>1,481,284</u>	<u>1,800,884</u>	<u>1,921,980</u>

CITY OF COVINA, CALIFORNIA
2013 - 2014 Budget
Activity Summary

Program: Public Safety

Activity: Crime Prevention

	2010 - 2011	2011 - 2012	2012 - 2013	2013 - 2014
	Actual	Actual	Revised	Adopted
Revenues				
Intergovernmental	24,800	25,000	24,800	24,800
Charges for Services	23,018	25,504	35,000	70,000
Miscellaneous Revenue	3,846	3,034	-	-
Total Revenues	<u>51,664</u>	<u>53,538</u>	<u>59,800</u>	<u>94,800</u>
Expenditures				
Personal Services	270,607	271,577	282,440	288,610
Professional and Technical	-	-	-	-
Property Services	-	-	500	500
Other Services and Charges	19,350	12,477	19,380	26,900
Supplies	6,189	8,464	21,410	20,410
Interdepartmental	-	29,120	40,320	42,280
Total Expenditures	<u>296,146</u>	<u>321,638</u>	<u>364,050</u>	<u>378,700</u>
Appropriations				
General Fund	263,627	286,433	339,150	353,900
Law Enforcement Grant Fund	32,519	35,205	24,900	24,800
Total Appropriations	<u>296,146</u>	<u>321,638</u>	<u>364,050</u>	<u>378,700</u>

CITY OF COVINA, CALIFORNIA
2013 - 2014 Budget
Activity Summary

Program: Public Safety

Activity: Police Investigation

	2010 - 2011	2011 - 2012	2012 - 2013	2013 - 2014
	Actual	Actual	Revised	Adopted
Revenues				
Intergovernmental	-	13,774	28,597	106,120
Charges for Services	11,360	4,590	2,000	11,000
Total Revenues	<u>11,360</u>	<u>18,364</u>	<u>30,597</u>	<u>117,120</u>
Expenditures				
Personal Services	1,687,601	1,722,325	1,820,282	1,823,360
Professional and Technical	38,809	49,935	56,070	56,070
Property Services	4,292	1,892	5,300	6,110
Other Services and Charges	91,773	75,064	65,520	71,650
Supplies	12,379	6,040	12,880	14,880
Capital Outlay	33	-	-	-
Interdepartmental	-	206,470	275,670	212,510
Total Expenditures	<u>1,834,887</u>	<u>2,061,727</u>	<u>2,235,722</u>	<u>2,184,580</u>
Appropriations				
General Fund	1,834,750	2,047,953	2,207,355	2,169,270
Law Enforcement Grant Fund	137	13,774	28,367	15,310
Total Appropriations	<u>1,834,887</u>	<u>2,061,727</u>	<u>2,235,722</u>	<u>2,184,580</u>

CITY OF COVINA, CALIFORNIA
2013 - 2014 Budget
Activity Summary

Program: Public Safety

Activity: Police Patrol

	2010 - 2011	2011 - 2012	2012 - 2013	2013 - 2014
	Actual	Actual	Revised	Adopted
Revenues				
Tax Revenue	57,634	-	-	-
Intergovernmental	662,392	824,399	970,208	547,200
Charges for Services	35,887	58,843	62,500	62,500
Fines and Forfeits	625,047	438,912	454,220	394,220
Miscellaneous Revenue	247	-	-	-
Other Financing Sources	-	-	-	30,000
Total Revenues	<u>1,381,207</u>	<u>1,322,155</u>	<u>1,486,928</u>	<u>1,033,920</u>
Expenditures				
Personal Services	5,513,921	5,750,875	5,572,655	6,002,100
Professional and Technical	250,037	232,911	270,905	254,720
Property Services	12,153	23,484	15,100	22,100
Other Services and Charges	608,704	491,843	334,560	438,690
Supplies	41,924	42,661	52,664	51,160
Capital Outlay	-	208,245	325,408	-
Interdepartmental	(25,195)	620,512	792,430	708,020
Other Financial Uses	<u>100,000</u>	<u>150,000</u>	<u>264,000</u>	<u>200,000</u>
Total Expenditures	<u>6,501,544</u>	<u>7,520,531</u>	<u>7,627,722</u>	<u>7,676,790</u>
Appropriations				
General Fund	6,010,326	6,846,420	6,653,495	7,137,410
Red Light Camera Fund	294,667	329,835	474,405	394,220
Law Enforcement Grant Fund	<u>196,551</u>	<u>344,276</u>	<u>499,822</u>	<u>145,160</u>
Total Appropriations	<u>6,501,544</u>	<u>7,520,531</u>	<u>7,627,722</u>	<u>7,676,790</u>

CITY OF COVINA, CALIFORNIA
2013 - 2014 Budget
Activity Summary

Program: Public Safety

Activity: Police Records

	2010 - 2011	2011 - 2012	2012 - 2013	2013 - 2014
	<u>Actual</u>	<u>Actual</u>	<u>Revised</u>	<u>Adopted</u>
Revenues				
Intergovernmental	510	459	2,000	2,000
Charges for Services	25,343	37,354	31,900	31,900
Miscellaneous Revenue	<u>69</u>	<u>506</u>	<u>-</u>	<u>-</u>
Total Revenues	<u>25,923</u>	<u>38,319</u>	<u>33,900</u>	<u>33,900</u>
Expenditures				
Personal Services	451,471	414,834	464,838	479,390
Professional and Technical	8,047	6,840	500	2,500
Property Services	29,271	23,055	28,410	30,000
Other Services and Charges	100	79	1,452	1,450
Supplies	1,528	2,360	3,750	3,750
Interdepartmental	<u>-</u>	<u>82,770</u>	<u>117,680</u>	<u>143,550</u>
Total Expenditures	<u>490,417</u>	<u>529,938</u>	<u>616,630</u>	<u>660,640</u>
Appropriations				
General Fund	<u>490,417</u>	<u>529,938</u>	<u>616,630</u>	<u>660,640</u>
Total Appropriations	<u>490,417</u>	<u>529,938</u>	<u>616,630</u>	<u>660,640</u>

CITY OF COVINA, CALIFORNIA
2013 - 2014 Budget
Activity Summary

Program: Public Safety

Activity: Police Jail

	2010 - 2011 <u>Actual</u>	2011 - 2012 <u>Actual</u>	2012 - 2013 <u>Revised</u>	2013 - 2014 <u>Adopted</u>
Revenues				
Intergovernmental	-	-	15,000	15,000
Charges for Services	<u>2,144</u>	<u>3,095</u>	<u>-</u>	<u>-</u>
Total Revenues	<u><u>2,144</u></u>	<u><u>3,095</u></u>	<u><u>15,000</u></u>	<u><u>15,000</u></u>
Expenditures				
Personal Services	338,206	340,207	361,660	353,140
Professional and Technical	-	-	2,000	2,000
Property Services	11,524	9,882	24,320	19,320
Supplies	14,895	16,241	16,800	21,800
Interdepartmental	<u>-</u>	<u>71,070</u>	<u>97,320</u>	<u>72,940</u>
Total Expenditures	<u><u>364,625</u></u>	<u><u>437,400</u></u>	<u><u>502,100</u></u>	<u><u>469,200</u></u>
Appropriations				
General Fund	<u>364,625</u>	<u>437,400</u>	<u>502,100</u>	<u>469,200</u>
Total Appropriations	<u><u>364,625</u></u>	<u><u>437,400</u></u>	<u><u>502,100</u></u>	<u><u>469,200</u></u>

CITY OF COVINA, CALIFORNIA
2013 - 2014 Budget
Activity Summary

Program: Public Safety

Activity: Traffic Safety

	2010 - 2011	2011 - 2012	2012 - 2013	2013 - 2014
	Actual	Actual	Revised	Adopted
Revenues				
Intergovernmental	3,065	4,467	2,700	5,000
Charges for Services	15,559	62,476	36,000	36,000
Miscellaneous	20	-	-	-
Total Revenues	<u>18,644</u>	<u>66,942</u>	<u>38,700</u>	<u>41,000</u>
Expenditures				
Personal Services	306,254	274,376	309,660	310,630
Professional and Technical	88,515	90,288	97,580	101,510
Property Services	7,689	6,390	7,500	7,300
Other Services and Charges	4,117	500	100	100
Supplies	6,422	5,431	9,540	9,040
Capital Outlay	-	14,047		
Interdepartmental	-	34,550	42,710	43,680
Total Expenditures	<u>412,997</u>	<u>425,582</u>	<u>467,090</u>	<u>472,260</u>
Appropriations				
General Fund	412,997	410,104	427,090	432,260
Law Enforcement Grant Fund	-	15,478	40,000	40,000
Total Appropriations	<u>412,997</u>	<u>425,582</u>	<u>467,090</u>	<u>472,260</u>

CITY OF COVINA, CALIFORNIA
2013 - 2014 Budget
Activity Summary

Program: Public Safety

Activity: Parking Control

	2010 - 2011	2011 - 2012	2012 - 2013	2013 - 2014
	<u>Actual</u>	<u>Actual</u>	<u>Revised</u>	<u>Adopted</u>
Revenues				
Intergovernmental	-	-	25,000	25,000
Charges for Services	116,474	236,105	612,000	300,000
Fines and Forfeits	<u>481,213</u>	<u>592,368</u>	<u>550,000</u>	<u>550,000</u>
Total Revenues	<u>597,687</u>	<u>828,473</u>	<u>1,187,000</u>	<u>875,000</u>
Expenditures				
Personal Services	35,458	41,973	85,840	79,510
Professional and Technical	235,096	254,286	225,760	243,000
Property Services	3,406	2,979	1,800	1,800
Other Services and Charges	25,855	47,551	57,980	45,660
Supplies	969	229	1,320	1,320
Interdepartmental	<u>(38,290)</u>	<u>(5,174)</u>	<u>(11,690)</u>	<u>(12,690)</u>
Total Expenditures	<u>262,493</u>	<u>341,844</u>	<u>361,010</u>	<u>358,600</u>
Appropriations				
General Fund	<u>262,493</u>	<u>341,844</u>	<u>361,010</u>	<u>358,600</u>
Total Appropriations	<u>262,493</u>	<u>341,844</u>	<u>361,010</u>	<u>358,600</u>

CITY OF COVINA, CALIFORNIA
2013 - 2014 Budget
Activity Summary

Program: Public Safety

Activity: Communication Services

	2010 - 2011 <u>Actual</u>	2011 - 2012 <u>Actual</u>	2012 - 2013 <u>Revised</u>	2013 - 2014 <u>Adopted</u>
Revenues				
Total Revenues	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Expenditures				
Personal Services	980,573	1,009,253	1,114,230	1,121,390
Property Services	104,742	(13,904)	188,480	158,580
Other Services and Charges	401	705	300	300
Supplies	766	1,440	1,920	1,920
Interdepartmental	<u>-</u>	<u>131,850</u>	<u>183,550</u>	<u>180,300</u>
Total Expenditures	<u>1,086,482</u>	<u>1,129,343</u>	<u>1,488,480</u>	<u>1,462,490</u>
Appropriations				
General Fund	<u>1,086,482</u>	<u>1,129,343</u>	<u>1,488,480</u>	<u>1,462,490</u>
Total Appropriations	<u>1,086,482</u>	<u>1,129,343</u>	<u>1,488,480</u>	<u>1,462,490</u>

CITY OF COVINA, CALIFORNIA
2013 - 2014 Budget
Activity Summary

Program: Public Safety

Activity: Police Training

	2010 - 2011	2011 - 2012	2012 - 2013	2013 - 2014
	<u>Actual</u>	<u>Actual</u>	<u>Revised</u>	<u>Adopted</u>
Revenues				
Intergovernmental	28,046	42,730	40,366	40,000
Charges for Services	<u>1,715</u>	<u>242</u>	<u>500</u>	<u>500</u>
Total Revenues	<u>29,761</u>	<u>42,972</u>	<u>40,866</u>	<u>40,500</u>
Expenditures				
Personal Services	222,583	259,666	232,070	238,310
Property Services	6,393	1,270	13,210	13,210
Other Services and Charges	50,253	76,787	50,870	60,870
Supplies	50,013	35,225	100,952	65,220
Capital Outlay	6,564	-	-	-
Interdepartmental	<u>1,318</u>	<u>25,140</u>	<u>28,750</u>	<u>40,180</u>
Total Expenditures	<u>337,124</u>	<u>398,088</u>	<u>425,852</u>	<u>417,790</u>
Appropriations				
General Fund	329,242	398,088	425,486	417,790
Law Enforcement Grant Fund	<u>7,882</u>	<u>-</u>	<u>366</u>	<u>-</u>
Total Appropriations	<u>337,124</u>	<u>398,088</u>	<u>425,852</u>	<u>417,790</u>

CITY OF COVINA, CALIFORNIA
2013 - 2014 Budget
Activity Summary

Program: Public Safety

Activity: Police Computer Services

	2010 - 2011 Actual	2011 - 2012 Actual	2012 - 2013 Revised	2013 - 2014 Adopted
Revenues				
Total Revenues	-	-	-	-
Expenditures				
Professional and Technical Services	376,665	375,930	-	-
Property Services	2,002	1,927	4,500	4,500
Other Services and Charges	490	-	100	100
Supplies	5,856	8,138	6,320	6,320
Interdepartmental	182	9,880	270	148,640
Total Expenditures	385,196	395,875	11,190	159,560
Appropriations				
General Fund	384,524	395,875	11,190	159,560
Law Enforcement Grant Fund	672	-	-	-
Total Appropriations	385,196	395,875	11,190	159,560

CITY OF COVINA, CALIFORNIA
2013 - 2014 Budget
Activity Summary

Program: Public Safety

Activity: Fire Suppression

	2010 - 2011 Actual	2011 - 2012 Actual	2012 - 2013 Revised	2013 - 2014 Adopted
Revenues				
Charges for Services	396	-	190,000	140,000
Total Revenues	<u>396</u>	<u>-</u>	<u>190,000</u>	<u>140,000</u>
Expenditures				
Professional and Technical Services	7,394,787	7,304,194	7,906,420	7,982,100
Interdepartmental	-	189,360	199,130	136,510
Total Expenditures	<u>7,394,787</u>	<u>7,493,554</u>	<u>8,105,550</u>	<u>8,118,610</u>
Appropriations				
General Fund	7,394,787	7,493,554	8,105,550	8,118,610
Total Appropriations	<u>7,394,787</u>	<u>7,493,554</u>	<u>8,105,550</u>	<u>8,118,610</u>

CITY OF COVINA, CALIFORNIA
2013 - 2014 Budget
Activity Summary

Program: Public Safety

Activity: Disaster Preparedness

	2010 - 2011 <u>Actual</u>	2011 - 2012 <u>Actual</u>	2012 - 2013 <u>Revised</u>	2013 - 2014 <u>Adopted</u>
Revenues				
Total Revenues	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Expenditures				
Professional and Technical Services	4,600	-	-	-
Property Services	9,086	9,789	8,850	8,850
Other Services and Charges	2,463	2,463	2,500	2,500
Supplies	5,016	1,823	2,424	5,000
Interdepartmental	<u>-</u>	<u>2,020</u>	<u>1,790</u>	<u>1,870</u>
Total Expenditures	<u>21,164</u>	<u>16,094</u>	<u>15,564</u>	<u>18,220</u>
Appropriations				
General Fund	<u>21,164</u>	<u>16,094</u>	<u>15,564</u>	<u>18,220</u>
Total Appropriations	<u>21,164</u>	<u>16,094</u>	<u>15,564</u>	<u>18,220</u>

CITY OF COVINA, CALIFORNIA
2013 - 2014 Budget
Activity Summary

Program: Public Safety

Activity: Animal Control

	2010 - 2011 Actual	2011 - 2012 Actual	2012 - 2013 Revised	2013 - 2014 Adopted
Revenues				
Licenses and Permits	-	88,267	-	40,000
Total Revenues	-	88,267	-	40,000
Expenditures				
Professional and Technical Services	97,072	111,008	125,040	125,040
Supplies	13	-	560	560
Interdepartmental	-	3,860	3,990	2,520
Total Expenditures	97,085	114,868	129,590	128,120
Appropriations				
General Fund	97,085	114,868	129,590	128,120
Total Appropriations	97,085	114,868	129,590	128,120

CITY OF COVINA, CALIFORNIA
2013 - 2014 Budget
Program Summary

Program: Public Works

	2010 - 2011 Actual	2011 - 2012 Actual	2012 - 2013 Revised	2013 - 2014 Adopted
Revenues				
Licenses and Permits	532,966	520,942	494,000	532,000
Intergovernmental	1,300,908	1,893,131	2,659,600	2,245,290
Charges for Services	668,096	173,338	226,700	362,500
Special Assessments	297,730	294,960	236,400	282,500
Investment Earnings	-	-	5,700	1,380
Miscellaneous	437,546	35,765	40,500	35,000
Other Financing Sources	-	41,742	4,500	1,240,000
Total Revenues	<u>3,237,245</u>	<u>2,959,879</u>	<u>3,667,400</u>	<u>4,698,670</u>
Activities				
Public Works Administration	161,765	186,392	108,620	49,210
Graffiti Removal	57,068	81,849	84,920	80,360
Engineering	233,198	306,165	232,085	235,060
Streets	659,858	1,594,109	1,759,870	2,258,710
Street Landscaping	113,496	127,868	130,610	147,670
Street Lighting	504,535	610,454	561,120	606,120
Traffic Control	210,071	253,781	232,141	239,300
Air Quality	28,285	30,053	482,300	243,030
Public Parking	162,778	121,485	119,010	120,990
Yard Center	17,236	56,733	67,680	79,920
Building Inspection	632,863	464,681	679,100	677,510
Code Enforcement	189,314	451,518	386,590	576,430
Indirect Cost Allocation - Public Works	(371,534)	-	-	-
Total Activities	<u>2,598,933</u>	<u>4,285,087</u>	<u>4,844,046</u>	<u>5,314,310</u>
Appropriations				
General Fund	1,096,562	2,057,737	2,223,676	2,127,920
State Gas Tax	813,190	861,500	1,065,240	1,063,660
Air Quality	28,285	30,053	300,710	60,400
Municipal Parking District	201,868	120,355	117,880	114,770
Landscape District	143,616	127,868	130,610	147,670
Lighting District	208,827	270,105	233,050	256,310
Shoppers Lane Parking District	1,100	1,130	1,130	6,220
Building Equipment Reserve	-	-	20,500	-
Community Improvement Fund	1,556	54,336	36,660	181,730
Transportation Fund	103,930	762,003	23,000	23,000
CNG Station	-	-	181,590	182,630
Capital Improvement Fund	-	-	510,000	1,150,000
Total Appropriations	<u>2,598,934</u>	<u>4,285,087</u>	<u>4,844,046</u>	<u>5,314,310</u>

CITY OF COVINA, CALIFORNIA
2013-2014 Budget
Activity Information

Program: Public Works

Public Works Mission: To promote the economic vitality and protect the health, safety and welfare of the people of Covina by developing and operating safe, efficient, and high-quality infrastructure systems and public services.

Public Works Purpose: The overall management and administration of the City infrastructure and appurtenant functions. Public Works Department includes the activities of Building and Safety, Engineering, Environmental Services, Code Enforcement, and Transportation Sections, Central Equipment, Building Maintenance, Street and Sewer Maintenance, and Water Utility Divisions. The following Public Works operational areas are included in this budget chapter:

Engineering

Mission: To ensure quality design, oversight, construction, and renovation of the City's infrastructure to secure a high quality of life for Covina's residents, businesses and visitors.

Purpose: To advise the City Manager, City Council, Planning Commission, Board of Parking Commissioners, Traffic Advisory Committee, and City staff on all aspects of traffic and civil engineering.

Street Maintenance

Mission: To ensuring a safe and healthy city by providing accessible streets; quality maintenance of the city's roadway infrastructure; efficient sanitary sewer maintenance; along with right-of-way litter and abandoned item removal.

Purpose: To protect the health, welfare and safety of the general public via maintenance of the rights-of-way and infrastructure.

Facilities Maintenance/Yard Center

Mission: To the protection and preservation of the City's investment in buildings and facilities. The Division strives to maximize cost-effective maintenance and repair activities through a coordinated team approach to operations that include

Purpose: To provide both in-house and contractor maintenance and repair services. The Yard Center Operation is responsible for the maintenance, repair and custodial services for City facilities. The basic function is to provide clean, safe and aesthetically pleasing buildings for the public and employees.

Building & Safety

Mission: To provide plan review, inspection, and investigative services to advance public safety in the built environment through collaborative and community partnerships which result in safe, accessible, and sustainable structures.

Purpose: To provide quality service by fulfilling the community's needs in a manner that exceeds their expectations for public service. Our commitment of providing a solid foundation for building strong relationships between the citizenry and business development community provides a collaborative effort of establishing trust, while promoting the highest standards of safety for all new development, and ensuring that all existing structures maintain an equitable level of safety as stipulated within the State of California Building Codes.

CITY OF COVINA, CALIFORNIA

2013-2014 Budget

Activity Information

Program: Public Works

Code Enforcement*Mission:* To serve the community by interpreting and enforcing provisions of the Municipal Code.*Purpose:* To provide inspections to verify compliance with the City's adopted regulations, as well as other mandatory regulations to ensure the health, safety and welfare of the community.**Transportation***Mission:* To promote and provide safe, courteous, and efficient multi-modal public transportation and parking facilities and services which support a livable community and economic opportunity for the people of Covina.*Purpose:* To provide planning, project management, program management and grant management with special focus on Proposition A, Proposition C and Measure R Local Return funds as well as State and Federal funding sources for transportation services and capital projects in the community. Transportation services and capital projects include operation of the Metrolink Parking Complex, Municipal Parking Lots, and Bikestation Covina.

	2011-2012 Actual	2012-2013 Actual	2013-2014 Base	2013-2014 Adopted
Full-Time Equivalent Positions				
<u>Full-Time Positions</u>				
Public Works Director	1.00	1.00	1.00	1.00
Public Works Assistant Director	1.00	1.00	1.00	1.00
Public Works Superintendent	1.00	0.30	0.30	0.30
Street Maintenance Foreman	1.00	0.70	0.70	0.70
Street Crew Leader	2.00	1.00	1.00	1.00
Sr. Administrative Technician	0.25	0.25	0.25	0.25
Street Worker	7.00	5.00	5.00	5.00
City Engineer	0.50	-	-	-
Associate Civil Engineer	1.00	0.50	0.50	0.50
Construction Inspector	1.00	0.60	0.60	0.60
Building Maintenance Worker	1.00	1.00	1.00	1.00
General Maintenance Workers (part-time)	1.00	1.00	1.00	1.00
Building Official	1.00	0.60	1.00	1.00
Deputy Building Official	1.00	1.00	1.00	1.00
Senior Building Inspector	1.00	-	-	-
General Building Inspector	3.00	3.00	3.00	3.00
Permit Technician	-	-	1.00	1.00
Code Enforcement Officer	2.45	2.45	2.45	2.45
Senior Management Analyst	1.00	-	-	-
Management Analyst Trainee	-	1.00	-	-
Management Analyst	-	-	1.00	1.00
Account Clerk II	1.00	-	-	-
TOTAL FTE Positions	75.2	19.4	23.8	23.8

CITY OF COVINA, CALIFORNIA
2013 - 2014 Budget
Activity Summary

Program: Public Works

Activity: Public Works Administration

	2010 - 2011	2011 - 2012	2012 - 2013	2013 - 2014
	Actual	Actual	Revised	Adopted
Revenues				
Charges for Services	-	1,291	1,000	1,000
Miscellaneous Revenue	65	-	-	-
Total Revenues	<u>65</u>	<u>1,291</u>	<u>1,000</u>	<u>1,000</u>
Expenditures				
Personal Services	308,721	317,133	298,190	323,200
Professional and Technical	10,770	10,770	-	-
Property Services	6,670	7,083	7,000	7,000
Other Services and Charges	6,547	8,328	12,370	7,320
Supplies	1,257	1,398	4,200	4,200
Interdepartmental	<u>(172,200)</u>	<u>(158,320)</u>	<u>(213,140)</u>	<u>(292,510)</u>
Total Expenditures	<u>161,765</u>	<u>186,392</u>	<u>108,620</u>	<u>49,210</u>
Appropriations				
General Fund	<u>161,765</u>	<u>186,392</u>	<u>108,620</u>	<u>49,210</u>
Total Appropriations	<u>161,765</u>	<u>186,392</u>	<u>108,620</u>	<u>49,210</u>

CITY OF COVINA, CALIFORNIA
2013 - 2014 Budget
Activity Summary

Program: Public Works

Activity: Graffiti Removal

	2010 - 2011 <u>Actual</u>	2011 - 2012 <u>Actual</u>	2012 - 2013 <u>Revised</u>	2013 - 2014 <u>Adopted</u>
Revenues				
Total Revenues	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Expenditures				
Professional and Technical	56,300	70,200	68,400	70,000
Property Services	-	-	1,300	1,300
Other Services and Charges	-	9,220	6,680	5,200
Supplies	768	389	6,470	2,040
Interdepartmental	<u>-</u>	<u>2,040</u>	<u>2,070</u>	<u>1,820</u>
Total Expenditures	<u>57,068</u>	<u>81,849</u>	<u>84,920</u>	<u>80,360</u>
Appropriations				
General Fund	<u>57,068</u>	<u>81,849</u>	<u>84,920</u>	<u>80,360</u>
Total Appropriations	<u>57,068</u>	<u>81,849</u>	<u>84,920</u>	<u>80,360</u>

CITY OF COVINA, CALIFORNIA
2013 - 2014 Budget
Activity Summary

Program: Public Works

Activity: Engineering

	2010 - 2011	2011 - 2012	2012 - 2013	2013 - 2014
	<u>Actual</u>	<u>Actual</u>	<u>Revised</u>	<u>Adopted</u>
Revenues				
Licenses and Permits	68,751	44,475	52,000	50,000
Charges for Services	<u>45,034</u>	<u>12,027</u>	<u>23,900</u>	<u>23,900</u>
Total Revenues	<u>113,785</u>	<u>56,502</u>	<u>75,900</u>	<u>73,900</u>
Expenditures				
Personal Services	218,008	186,730	108,270	109,090
Professional and Technical	68,025	33,378	29,445	36,500
Property Services	6,470	5,577	6,000	7,000
Other Services and Charges	11,710	8,781	12,050	8,610
Supplies	1,655	1,279	1,500	2,250
Interdepartmental	<u>(72,670)</u>	<u>70,420</u>	<u>74,820</u>	<u>71,610</u>
Total Expenditures	<u>233,198</u>	<u>306,165</u>	<u>232,085</u>	<u>235,060</u>
Appropriations				
General Fund	<u>233,198</u>	<u>306,165</u>	<u>232,085</u>	<u>235,060</u>
Total Appropriations	<u>233,198</u>	<u>306,165</u>	<u>232,085</u>	<u>235,060</u>

CITY OF COVINA, CALIFORNIA
2013 - 2014 Budget
Activity Summary

Program: Public Works

Activity: Streets

	2010 - 2011	2011 - 2012	2012 - 2013	2013 - 2014
	<u>Actual</u>	<u>Actual</u>	<u>Revised</u>	<u>Adopted</u>
Revenues				
Intergovernmental	1,246,591	1,832,840	2,420,500	2,059,690
Charges for Services	97,657	4,842	500	500
Miscellaneous	-	432	-	-
Other Financing Sources	-	-	-	1,150,000
Total Revenues	<u>1,344,247</u>	<u>1,838,114</u>	<u>2,421,000</u>	<u>3,210,190</u>
Expenditures				
Personal Services	703,204	747,561	471,720	414,360
Professional and Technical	6,780	5,560	-	-
Property Services	317,552	313,974	404,500	426,200
Other Services and Charges	128,470	233,696	225,640	200,040
Supplies	53,257	30,469	82,000	55,500
Capital Outlay	90,790	743,387	786,000	1,426,000
Interdepartmental	<u>(640,195)</u>	<u>(480,538)</u>	<u>(209,990)</u>	<u>(263,390)</u>
Total Expenditures	<u>659,858</u>	<u>1,594,109</u>	<u>1,759,870</u>	<u>2,258,710</u>
Appropriations				
General Fund	(44,072)	216,746	335,880	194,920
State Gas Tax	600,000	615,360	890,990	890,790
Transportation Fund	103,930	762,003	23,000	23,000
Capital Improvement Fund	-	-	510,000	1,150,000
Total Appropriations	<u>659,858</u>	<u>1,594,109</u>	<u>1,759,870</u>	<u>2,258,710</u>

CITY OF COVINA, CALIFORNIA
2013 - 2014 Budget
Activity Summary

Program: Public Works

Activity: Street Landscaping

	2010 - 2011	2011 - 2012	2012 - 2013	2013 - 2014
	<u>Actual</u>	<u>Actual</u>	<u>Revised</u>	<u>Adopted</u>
Revenues				
Special Assessments	<u>171,713</u>	<u>168,230</u>	<u>113,900</u>	<u>160,000</u>
Total Revenues	<u>171,713</u>	<u>168,230</u>	<u>113,900</u>	<u>160,000</u>
Expenditures				
Professional and Technical Services	7,884	8,167	8,000	8,200
Property Services	23,292	24,770	29,100	29,100
Interdepartmental	<u>82,320</u>	<u>94,930</u>	<u>93,510</u>	<u>110,370</u>
Total Expenditures	<u>113,496</u>	<u>127,868</u>	<u>130,610</u>	<u>147,670</u>
Appropriations				
Landscape District	<u>113,496</u>	<u>127,868</u>	<u>130,610</u>	<u>147,670</u>
Total Appropriations	<u>113,496</u>	<u>127,868</u>	<u>130,610</u>	<u>147,670</u>

CITY OF COVINA, CALIFORNIA
2013 - 2014 Budget
Activity Summary

Program: Public Works

Activity: Street Lighting

	2010 - 2011 Actual	2011 - 2012 Actual	2012 - 2013 Revised	2013 - 2014 Adopted
Revenues				
Charges for Services	-	2,991	2,000	2,000
Special Assessments	126,017	126,730	122,500	122,500
Total Revenues	<u>126,017</u>	<u>129,721</u>	<u>124,500</u>	<u>124,500</u>
Expenditures				
Professional and Technical Services	23,012	119,144	6,000	6,000
Property Services	481,523	472,419	489,000	489,000
Other Services and Charges	-	-	500	500
Interdepartmental	-	18,890	15,620	35,620
Other Financing Uses	-	-	50,000	75,000
Total Expenditures	<u>504,535</u>	<u>610,454</u>	<u>561,120</u>	<u>606,120</u>
Appropriations				
General Fund	195,708	196,769	256,320	278,630
State Gas Tax	100,000	143,580	71,750	71,180
Lighting District	208,827	270,105	233,050	256,310
Total Appropriations	<u>504,535</u>	<u>610,454</u>	<u>561,120</u>	<u>606,120</u>

CITY OF COVINA, CALIFORNIA
2013 - 2014 Budget
Activity Summary

Program: Public Works

Activity: Traffic Control

	2010 - 2011 <u>Actual</u>	2011 - 2012 <u>Actual</u>	2012 - 2013 <u>Revised</u>	2013 - 2014 <u>Adopted</u>
Revenues				
Total Revenues	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Expenditures				
Professional and Technical Services	15,900	-	15,000	15,000
Property Services	194,171	238,351	203,751	209,500
Capital Outlay	-	-	-	-
Interdepartmental	<u>-</u>	<u>15,430</u>	<u>13,390</u>	<u>14,800</u>
Total Expenditures	<u>210,071</u>	<u>253,781</u>	<u>232,141</u>	<u>239,300</u>
Appropriations				
General Fund	140,071	151,221	129,641	137,610
State Gas Tax	70,000	102,560	102,500	101,690
Capital Improvement Fund	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Appropriations	<u>210,071</u>	<u>253,781</u>	<u>232,141</u>	<u>239,300</u>

CITY OF COVINA, CALIFORNIA
2013 - 2014 Budget
Activity Summary

Program: Public Works

Activity: Air Quality

	2010 - 2011	2011 - 2012	2012 - 2013	2013 - 2014
	<u>Actual</u>	<u>Actual</u>	<u>Revised</u>	<u>Adopted</u>
Revenues				
Intergovernmental	54,308	60,281	239,090	185,590
Investment Earnings	-	-	4,100	1,380
Total Revenues	<u>54,308</u>	<u>60,281</u>	<u>243,190</u>	<u>186,970</u>
Expenditures				
Personal Services	12,993	1,821	11,800	1,850
Property Services	6,175	-	500	-
Other Services and Charges	9,116	17,743	12,500	13,000
Capital Outlay	-	-	449,590	179,590
Interdepartmental	-	10,490	7,910	48,590
Total Expenditures	<u>28,285</u>	<u>30,053</u>	<u>482,300</u>	<u>243,030</u>
Appropriations				
Air Quality	28,285	30,053	300,710	60,400
CNG Station	-	-	181,590	182,630
Total Appropriations	<u>28,285</u>	<u>30,053</u>	<u>482,300</u>	<u>243,030</u>

CITY OF COVINA, CALIFORNIA
2013 - 2014 Budget
Activity Summary

Program: Public Works

Activity: Public Parking

	2010 - 2011	2011 - 2012	2012 - 2013	2013 - 2014
	<u>Actual</u>	<u>Actual</u>	<u>Revised</u>	<u>Adopted</u>
Revenues				
Tax Revenue	30,067	38,319	25,410	36,640
Intergovernmental	9	10	10	10
Charges for Services	69,917	67,107	69,100	67,100
Investment Earnings	-	-	1,600	-
Miscellaneous Revenue	<u>374,634</u>	<u>(1)</u>	<u>-</u>	<u>-</u>
Total Revenues	<u>474,627</u>	<u>105,436</u>	<u>96,120</u>	<u>103,750</u>
Expenditures				
Professional and Technical Services	3,014	3,464	3,150	3,250
Property Services	90,118	37,010	42,400	42,400
Other Services and Charges	1,346	10	300	300
Supplies	-	-	-	500
Interdepartmental	<u>68,300</u>	<u>81,000</u>	<u>73,160</u>	<u>74,540</u>
Total Expenditures	<u>162,778</u>	<u>121,485</u>	<u>119,010</u>	<u>120,990</u>
Appropriations				
Municipal Parking District	161,678	120,355	117,880	114,770
Shopper's Lane Parking District	<u>1,100</u>	<u>1,130</u>	<u>1,130</u>	<u>6,220</u>
Total Appropriations	<u>162,778</u>	<u>121,485</u>	<u>119,010</u>	<u>120,990</u>

CITY OF COVINA, CALIFORNIA
2013 - 2014 Budget
Activity Summary

Program: Public Works

Activity: Yard Center

	2010 - 2011	2011 - 2012	2012 - 2013	2013 - 2014
	<u>Actual</u>	<u>Actual</u>	<u>Revised</u>	<u>Aopted</u>
Revenues				
Total Revenues	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Expenditures				
Personal Services	101,260	92,861	106,560	119,220
Professional and Technical	4,930	5,055	760	760
Property Services	47,405	39,996	51,850	54,450
Other Services and Charges	11,400	12,630	12,140	12,620
Supplies	4,182	7,501	7,100	8,150
Interdepartmental	<u>(151,940)</u>	<u>(101,310)</u>	<u>(110,730)</u>	<u>(115,280)</u>
Total Expenditures	<u>17,236</u>	<u>56,733</u>	<u>67,680</u>	<u>79,920</u>
Appropriations				
General Fund	<u>17,236</u>	<u>56,733</u>	<u>67,680</u>	<u>79,920</u>
Total Appropriations	<u>17,236</u>	<u>56,733</u>	<u>67,680</u>	<u>79,920</u>

CITY OF COVINA, CALIFORNIA
2013 - 2014 Budget
Activity Summary

Program: Public Works

Activity: Building Inspection

	2010 - 2011	2011 - 2012	2012 - 2013	2013 - 2014
	<u>Actual</u>	<u>Actual</u>	<u>Revised</u>	<u>Adopted</u>
Revenues				
Licenses and Permits	464,215	476,467	442,000	482,000
Charges for Services	<u>455,488</u>	<u>85,080</u>	<u>130,200</u>	<u>73,000</u>
Total Revenues	<u>919,703</u>	<u>561,547</u>	<u>572,200</u>	<u>555,000</u>
Expenditures				
Personal Services	255,023	290,291	452,570	482,210
Professional and Technical	390,495	27,765	29,000	29,000
Property Services	6,504	6,170	7,000	7,000
Other Services and Charges	31,766	26,293	45,330	52,870
Supplies	6,366	3,200	4,560	9,060
Capital Outlay	-	329	-	-
Interdepartmental	<u>(57,291)</u>	<u>110,633</u>	<u>140,640</u>	<u>97,370</u>
Total Expenditures	<u>632,863</u>	<u>464,681</u>	<u>679,100</u>	<u>677,510</u>
Appropriations				
General Fund	632,863	464,681	658,600	677,510
Building Equipment Reserve	<u>-</u>	<u>-</u>	<u>20,500</u>	<u>-</u>
Total Appropriations	<u>632,863</u>	<u>464,681</u>	<u>679,100</u>	<u>677,510</u>

CITY OF COVINA, CALIFORNIA
2013 - 2014 Budget
Activity Summary

Program: Public Works

Activity: Code Enforcement

	2010 - 2011	2011 - 2012	2012 - 2013	2013 - 2014
	<u>Actual</u>	<u>Actual</u>	<u>Revised</u>	<u>Adopted</u>
Revenues				
Charges for Services	-	-	-	195,000
Fines and Forfeits	6,739	79,646	-	25,000
Miscellaneous Revenue	62,846	35,334	40,500	35,000
Other Financing Sources	-	41,742	4,500	90,000
Total Revenues	<u>69,585</u>	<u>156,722</u>	<u>45,000</u>	<u>345,000</u>
Expenditures				
Personal Services	154,599	202,705	199,150	199,710
Professional and Technical	10,425	21,507	18,000	50,000
Property Services	4,457	11,011	19,000	14,000
Other Services and Charges	19,664	25,868	26,620	25,480
Supplies	168	936	1,300	2,100
Interdepartmental	-	147,750	118,020	195,140
Other Financing Uses	-	41,742	4,500	90,000
Total Expenditures	<u>189,314</u>	<u>451,518</u>	<u>386,590</u>	<u>576,430</u>
Appropriations				
General Fund	187,758	397,182	349,930	394,700
Community Improvement Fund	<u>1,556</u>	<u>54,336</u>	<u>36,660</u>	<u>181,730</u>
Total Appropriations	<u>189,314</u>	<u>451,518</u>	<u>386,590</u>	<u>576,430</u>

CITY OF COVINA, CALIFORNIA
2013 - 2014 Budget
Activity Summary

Program: Public Works

Activity: Indirect Cost Allocation - PW

	2010 - 2011	2011 - 2012	2012 - 2013	2013 - 2014
	<u>Actual</u>	<u>Actual</u>	<u>Revised</u>	<u>Adopted</u>
Revenues				
Total Revenues	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Expenditures				
Interdepartmental	<u>(371,534)</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Expenditures	<u>(371,534)</u>	<u>-</u>	<u>-</u>	<u>-</u>
Appropriations				
General Fund	(485,034)	-	-	-
State Gas Tax	43,190	-	-	-
Municipal Parking District	40,190	-	-	-
Landscape District	<u>30,120</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Appropriations	<u>(371,534)</u>	<u>-</u>	<u>-</u>	<u>-</u>

CITY OF COVINA, CALIFORNIA
2013 - 2014 Budget
Program Summary

Program: Transit

	2010 - 2011 Actual	2011 - 2012 Actual	2012 - 2013 Revised	2013 - 2014 Adopted
Revenues				
Intergovernmental	-	-	1,178,650	1,152,640
Charges for Services	239,104	287,568	181,200	231,200
Investment Earnings	-	-	10,000	10,000
Miscellaneous	73	4	-	-
Total Revenues	<u>239,177</u>	<u>287,572</u>	<u>1,369,850</u>	<u>1,393,840</u>
Activities				
Transit Administration	154,878	168,845	118,484	74,970
Transit Operations	1,273,009	1,092,304	1,816,325	1,552,890
Debt Service - Transit	-	493,375	497,130	497,130
Indirect Cost Allocation - Transit	-	64,665	-	-
Total Activities	<u>1,427,887</u>	<u>1,819,189</u>	<u>2,431,939</u>	<u>2,124,990</u>
Appropriations				
Transit	1,212,925	1,819,188	2,431,939	2,124,990
Transportation Fund	<u>214,962</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Appropriations	<u>1,427,886</u>	<u>1,819,188</u>	<u>2,431,939</u>	<u>2,124,990</u>

CITY OF COVINA, CALIFORNIA
2013 - 2014 Budget
Activity Summary

Program: Transit

Activity: Transit Administration

	2010 - 2011 <u>Actual</u>	2011 - 2012 <u>Actual</u>	2012 - 2013 <u>Revised</u>	2013 - 2014 <u>Adopted</u>
Revenues				
Investment Earnings	<u>-</u>	<u>-</u>	<u>10,000</u>	<u>10,000</u>
Total Revenues	<u>-</u>	<u>-</u>	<u>10,000</u>	<u>10,000</u>
Expenditures				
Personal Services	145,412	160,502	111,160	67,470
Professional and Technical	2,750	2,750	-	-
Property Services	2,412	2,416	2,800	4,000
Other Services and Charges	2,817	2,395	2,900	2,100
Supplies	977	782	1,624	1,400
Interdepartmental Charges	<u>510</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Expenditures	<u>154,878</u>	<u>168,845</u>	<u>118,484</u>	<u>74,970</u>
Appropriations				
Transit	<u>154,878</u>	<u>168,845</u>	<u>118,484</u>	<u>74,970</u>
Total Appropriations	<u>154,878</u>	<u>168,845</u>	<u>118,484</u>	<u>74,970</u>

CITY OF COVINA, CALIFORNIA
2013 - 2014 Budget
Activity Summary

Program: Transit

Activity: Transit Operations

	2010 - 2011	2011 - 2012	2012 - 2013	2013 - 2014
	<u>Actual</u>	<u>Actual</u>	<u>Revised</u>	<u>Adopted</u>
Revenues				
Intergovernmental	-	-	1,178,650	1,152,640
Charges for Services	239,104	287,568	181,200	231,200
Investment Earning	-	-	-	-
Miscellaneous Revenue	<u>73</u>	<u>4</u>	<u>-</u>	<u>-</u>
Total Revenues	<u>239,177</u>	<u>287,572</u>	<u>1,359,850</u>	<u>1,383,840</u>
Expenditures				
Personal Services	-	-	23,290	
Professional and Technical	264,373	33,782	120,000	120,000
Property Services	317,827	339,455	567,700	567,700
Other Services and Charges	590,472	462,392	641,990	608,490
Supplies	979	307	4,800	4,800
Capital Outlay	7,421	37,065	229,935	-
Interdepartmental	91,937	219,303	251,900	251,900
Other Financial Uses	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Expenditures	<u>1,273,009</u>	<u>1,092,304</u>	<u>1,816,325</u>	<u>1,552,890</u>
Appropriations				
Transit	1,058,047	1,092,303	1,816,325	1,552,890
Transportation Fund	<u>214,962</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Appropriations	<u>1,273,009</u>	<u>1,092,303</u>	<u>1,816,325</u>	<u>1,552,890</u>

CITY OF COVINA, CALIFORNIA
2013 - 2014 Budget
Activity Summary

Program: Transit

Activity: Debt Service - Transportation

	2010 - 2011 Actual	2011 - 2012 Actual	2012 - 2013 Revised	2013 - 2014 Adopted
Revenues				
Total Revenues	-	-	-	-
Expenditures				
Debt Service	-	493,375	497,130	497,130
Total Expenditures	-	493,375	497,130	497,130
Appropriations				
Transit	-	493,375	497,130	497,130
Total Appropriations	-	493,375	497,130	497,130

CITY OF COVINA, CALIFORNIA
2013 - 2014 Budget
Activity Summary

Program: Transit

Activity: Indirect Cost Allocation - Transit

	2010 - 2011 Actual	2011 - 2012 Actual	2012 - 2013 Revised	2013 - 2014 Adopted
Revenues				
Total Revenues	-	-	-	-
Expenditures				
Interdepartmental	-	64,665	-	-
Total Expenditures	-	64,665	-	-
Appropriations				
Transit	-	64,665	-	-
Transportation Fund	-	-	-	-
Total Appropriations	-	64,665	-	-



CITY OF COVINA, CALIFORNIA
2013 - 2014 Budget
Program Summary

Program: Culture and Recreation

	2010 - 2011 Actual	2011 - 2012 Actual	2012 - 2013 Revised	2013 - 2014 Adopted
Revenues				
Intergovernmental	21,060	220,874	2,524,753	74,950
Charges for Services	788,398	718,171	759,850	819,120
Miscellaneous	368,612	39,811	238,154	119,160
Other Financing Sources	118,657	2,246	-	-
Total Revenues	<u>1,296,726</u>	<u>981,102</u>	<u>3,522,757</u>	<u>1,013,230</u>
Activities				
Parks and Recreation Administration	454,161	524,827	542,930	608,060
Community Relations	131,694	160,700	161,700	174,820
Recreation Services	559,769	603,911	691,160	722,210
Park Facilities	562,278	746,838	3,164,533	835,300
Senior Services	401,515	284,563	342,560	349,340
Community Parade	109,159	124,636	133,290	137,270
Community - Special Events	83,371	60,889	-	-
Aquatics	283,095	318,038	326,190	384,660
Cultural Arts	855	4,937	9,924	14,660
Library Services	999,323	1,071,836	1,202,109	1,293,210
Total Activities	<u>3,585,220</u>	<u>3,901,176</u>	<u>6,574,396</u>	<u>4,519,530</u>
Appropriations				
General Fund	3,485,744	3,764,007	4,014,260	4,394,670
Community Facilities District	-	240	110	9,010
Library Equipment Reserve	5,965	1,990	2,060	370
Library Grant Fund	62,566	47,004	47,139	17,670
Library Donation Fund	52	2,994	35,460	43,510
Cultural Arts Fund	679	3,800	9,790	14,130
Parks & Recreation Donation Fund	19,680	14,132	40,734	40,170
Parks & Recreation Capital Fund	10,534	67,009	2,424,843	-
Total Appropriations	<u>3,585,220</u>	<u>3,901,176</u>	<u>6,574,396</u>	<u>4,519,530</u>

CITY OF COVINA, CALIFORNIA

2013-2014 Budget

Activity Information

Program: Culture and Recreation

Activity: Parks and Recreation

Purpose

The Parks and Recreation Department continues to be committed to providing services and programs that are essential to the quality of life in Covina. Citizens are provided with “Space to Imagine and Learn,” “Space to Run and Play,” “Space to Share Life Experiences,” “Space to be Safe and Secure,” “Space to be Healthy and Grow,” and “Space to Create and Explore.” The California Parks & Recreation Society’s branding campaign, “Parks Make Life Better,” has been incorporated into the department’s publicity efforts and appears on staff uniforms.

The Parks and Recreation Department coordinates two volunteer groups, the Covina Christmas Parade Committee and the Cultural Arts Advisory Commission. Both groups meet on a regular basis throughout the year.

Since March 2010, the Parks and Recreation Department has had the responsibility of managing the Covina Public Library. The Parks and Recreation Director directly oversees Library operations and supervises Library staff, and staff within the Parks and Recreation Department provide assistance with certain Library events and programs.

The Parks and Recreation Department offers an array of programs, events and services to the community. These include:

- Youth and Adult Sports
- Leisure Lifestyle Classes
- Cultural Excursions
- Day Camp
- Rec N’ Roll Movie Experience
- School tour program for “The Vintage Years, Covina Before 1950” photographic exhibit at City Hall
- Banner Hanging program
- Leaders-in-Training volunteer program
- Covina’s T.E.A.M. (Teens Endeavor to Accomplish More)
- Summer Evening Entertainment Series
- Annual Halloween Carnival
- Annual Dia De Los Muertos event
- Annual Covina Christmas Parade
- Facility Rentals
- Coordination of Covina-Valley Unified School District facilities
- Senior Center (classes, events, trips, nutrition program, case management services, information and referral services)
- Aquatics Programs (swim lessons, swim team, lap swimming, recreational swimming, aqua aerobics, pool rentals, Lifeguard Training Camps, Junior Lifeguard program)
- Park and facility maintenance, including maintenance of downtown and Shopper’s Lane

The Parks & Recreation Department also provides support and assistance to numerous community and charitable organizations who utilize city parks and facilities for events, and also provides support to the Covina Concert Band.

CITY OF COVINA, CALIFORNIA

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Activity Information

Program: Culture and Recreation

Activity: Parks and Recreation

The department was successful in the grant application process for Proposition 84 funding. Through this Statewide Park Grant Program, the department is in the process of developing Cougar Park. The park will be located on approximately 1.1 acres on Puente Street. The park will include such amenities as a play area and splash pad, pathways, trees and landscaping, a community garden, and a small recreation building.

Key issues continuing to face the parks and recreation profession and delivery of quality services to the community include:

- The unstable economy and state-wide budget issues
- Aging infrastructure system, including buildings and park facilities
- Health and fitness issues for youth and adults
- Reduction of available grant funds for capital improvement projects

The Parks and Recreation Department is committed to addressing significant social trends and changes in how people live today and will live tomorrow. Current trends illustrate the need to increase services aimed at improving youth resiliency, maintaining healthy family relationships, preventing and reducing crime, and promoting more active lifestyles to reduce obesity and improve overall health. The older population continues to grow in California, along with the need to provide services for the frail and the more active older adult. Providing programs and services to participants with disabilities continues to be a challenge. To better serve persons with disabilities, the City must have appropriately trained staff and funding.

The department is governed by the following principles:

- Maintaining our parks, facilities, and open green spaces in a safe and aesthetically pleasing manner so as to contribute to the environmental health of our community and meet the needs of the users
- Providing innovative recreational activities in a structured environment
- Sharing our leadership skills to allow youth of all ages to share, grow and play together
- Providing opportunities for people of all ages to increase physical fitness and overall health
- Keeping older adults actively involved in the community
- Promoting ethnic and cultural awareness through arts education
- Energetically pursuing grants, sponsorships, and other creative funding alternatives to the General Fund
- The belief that the citizen is our customer and our success is dependent upon their satisfaction

Goals and Objectives

The department has established the following goals:

- Offer the highest quality and most effective customer service possible
- Offer cost-effective, high quality programs, services, activities and events to the community to enhance their quality of life
- Continue to identify common and critical issues affecting the delivery of parks and recreation services
- Expand and improve program promotion
- Provide safe parks, playgrounds, and facilities for public use and continue efforts to improve the City's park system

To accomplish these goals the division will:

CITY OF COVINA, CALIFORNIA

2013-2014 Budget

Activity Information

Program: Culture and Recreation

Activity: Parks and Recreation

- Thoroughly train and cross-train staff to increase their knowledge and skills
- Continue efforts to make registration processes more convenient for customers
- Utilize participant feedback to improve programs
- Make the most effective use of automation and train division supervisors to more fully utilize resources at their disposal
- Develop and create new ideas for presentations, keep website content current, research new and innovative ideas that best promote programs, and monitor press releases submitted to media
- Conduct playground and park safety training and inspections
- Continue to apply for competitive grants to secure funding to improve aging irrigation systems, fencing, bleachers, lighting, ADA requirements, and more

Base Budget-Change in Service

A 20-hour per week part-time Park Maintenance Assistant position has been replaced with a 32-hour per week partially benefitted Park Worker position. A part-time Office Assistant II position has been added. Also included are additional youth sports camps, spring and winter day camps, and an extension of the Aquatics program. The costs for the sports, day camps, and aquatics programs are offset by registration fees. Appropriate staffing for Cultural Arts Commission events has also been included.

CITY OF COVINA, CALIFORNIA

2013-2014 Budget

Activity Information

Program: Culture and Recreation

Activity: Parks and Recreation

	2010-2011 <u>Actual</u>	2011-2012 <u>Actual</u>	2012-2013 <u>Revised</u>	2013-2014 <u>Adopted</u>
Full-Time Equivalent Positions				
<u>Full-Time Positions</u>				
Parks-Recreation Director	1.00	1.00	1.00	1.00
Parks & Recreation Manager	1.00	1.00	1.00	1.00
Community Relations Supervisor	1.00	1.00	1.00	1.00
Community Services Supervisor	1.00	1.00	1.00	1.00
Park Maintenance Supervisor	1.00	1.00	1.00	1.00
Recreation Services Supervisor	1.00	1.00	1.00	1.00
Park Foreman	1.00	1.00	1.00	1.00
Recreation Coordinator	3.00	3.00	3.00	3.00
Administrative Technician	1.00	1.00	1.00	1.00
Park Worker	1.00	1.00	1.00	1.00
Office Assistant II	1.00	1.00	1.00	1.00
Total Full-Time Positions	<u>13.0</u>	<u>13.0</u>	<u>13.0</u>	<u>13.0</u>
<u>Part-Time Positions</u>				
Pool Manager	0.33	-	-	0.26
Community Resources Specialist	2.47	2.71	2.72	2.39
Park Maintenance Assistant	0.99	0.96	1.92	1.92
Assistant Pool Manager	0.55	1.11	0.53	0.18
Lifeguard/Instructor	4.16	4.15	3.91	3.86
Community Resources Assistant II	3.25	2.99	3.00	3.69
Lifeguard	0.25	0.51	0.69	0.74
Community Resources Assistant I	1.14	1.48	1.31	1.05
Community Resources Aide	0.53	0.36	0.18	0.13
Total FTE Part-Time Positions	<u>13.67</u>	<u>14.27</u>	<u>14.26</u>	<u>14.22</u>
Total Full-Time Equivalent Positions	<u>26.67</u>	<u>27.27</u>	<u>27.26</u>	<u>27.22</u>

CITY OF COVINA, CALIFORNIA
2013 - 2014 Budget
Activity Summary

Program: Culture and Recreation

Activity: Parks and Recreation Admin

	2010 - 2011	2011 - 2012	2012 - 2013	2014 - 2014
	<u>Actual</u>	<u>Actual</u>	<u>Revised</u>	<u>Adopted</u>
Revenues				
Charges for Services	16	59	40	40
Miscellaneous Revenue	<u>318</u>	<u>-</u>	<u>300</u>	<u>300</u>
Total Revenues	<u>334</u>	<u>59</u>	<u>340</u>	<u>340</u>
Expenditures				
Personal Services	393,215	410,254	407,600	432,760
Professional and Technical	22,140	22,140	-	-
Property Services	11,660	12,459	12,910	12,910
Other Services and Charges	24,852	21,844	62,120	61,120
Supplies	2,294	2,720	3,600	3,100
Interdepartmental	<u>-</u>	<u>55,410</u>	<u>56,700</u>	<u>98,170</u>
Total Expenditures	<u>454,161</u>	<u>524,827</u>	<u>542,930</u>	<u>608,060</u>
Appropriations				
General Fund	<u>454,161</u>	<u>524,827</u>	<u>542,930</u>	<u>608,060</u>
Total Appropriations	<u>454,161</u>	<u>524,827</u>	<u>542,930</u>	<u>608,060</u>

CITY OF COVINA, CALIFORNIA
2013 - 2014 Budget
Activity Summary

Program: Culture and Recreation

Activity: Community Relations

	2010 - 2011	2011 - 2012	2012 - 2013	2013 - 2014
	<u>Actual</u>	<u>Actual</u>	<u>Revised</u>	<u>Adopted</u>
Revenues				
Charges for Services	3,165	6,596	10,950	12,830
Miscellaneous Revenue	<u>5,000</u>	<u>2,600</u>	<u>5,000</u>	<u>5,000</u>
Total Revenues	<u>8,165</u>	<u>9,196</u>	<u>15,950</u>	<u>17,830</u>
Expenditures				
Personal Services	115,443	126,111	125,780	126,330
Professional and Technical	7,608	7,869	2,220	2,650
Property Services	95	1,045	950	1,140
Other Services and Charges	656	1,272	1,750	1,800
Supplies	7,891	6,963	9,470	12,790
Interdepartmental	<u>-</u>	<u>17,440</u>	<u>21,530</u>	<u>30,110</u>
Total Expenditures	<u>131,694</u>	<u>160,700</u>	<u>161,700</u>	<u>174,820</u>
Appropriations				
General Fund	125,240	153,710	153,700	164,060
Parks and Recreation Donation Fund	<u>6,453</u>	<u>6,990</u>	<u>8,000</u>	<u>10,760</u>
Total Appropriations	<u>131,693</u>	<u>160,700</u>	<u>161,700</u>	<u>174,820</u>

CITY OF COVINA, CALIFORNIA
2013 - 2014 Budget
Activity Summary

Program: Culture and Recreation

Activity: Recreation Services

	2010 - 2011	2011 - 2012	2012 - 2013	2013 - 2014
	<u>Actual</u>	<u>Actual</u>	<u>Revised</u>	<u>Adopted</u>
Revenues				
Charges for Services	398,056	409,725	420,290	453,060
Miscellaneous Revenue	16,526	24,350	27,680	29,280
Other Financing Sources	<u>8,267</u>	<u>1,336</u>	<u>-</u>	<u>-</u>
Total Revenues	<u>422,848</u>	<u>435,411</u>	<u>447,970</u>	<u>482,340</u>
Expenditures				
Personal Services	306,044	295,357	307,090	322,820
Professional and Technical	191,924	183,909	204,970	205,370
Property Services	3,409	1,770	2,860	2,920
Other Services and Charges	33,610	26,477	36,830	39,110
Supplies	34,608	24,461	35,210	42,180
Interdepartmental	(18,092)	69,691	104,200	109,810
Other Financial Uses	<u>8,267</u>	<u>2,246</u>	<u>-</u>	<u>-</u>
Total Expenditures	<u>559,769</u>	<u>603,911</u>	<u>691,160</u>	<u>722,210</u>
Appropriations				
General Fund	550,358	601,657	690,360	721,420
Parks and Recreation Donation Fund	<u>9,411</u>	<u>2,254</u>	<u>800</u>	<u>790</u>
Total Appropriations	<u>559,769</u>	<u>603,911</u>	<u>691,160</u>	<u>722,210</u>

CITY OF COVINA, CALIFORNIA
2013 - 2014 Budget
Activity Summary

Program: Culture and Recreation

Activity: Community Programs

	2010 - 2011	2011 - 2012	2012 - 2013	2013 - 2014
	<u>Actual</u>	<u>Actual</u>	<u>Revised</u>	<u>Adopted</u>
Revenues				
Charges for Services	<u>(200)</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Revenues	<u>(200)</u>	<u>-</u>	<u>-</u>	<u>-</u>
Expenditures				
Personal Services	-	-	-	-
Professional and Technical	-	-	-	-
Property Services	-	-	-	-
Other Services and Charges	-	-	-	-
Supplies	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Expenditures	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Appropriations				
General Fund	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Appropriations	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

CITY OF COVINA, CALIFORNIA
2013 - 2014 Budget
Activity Summary

Program: Culture and Recreation

Activity: Park Facilities

	2010 - 2011	2011 - 2012	2012 - 2013	2013 - 2014
	Actual	Actual	Revised	Adopted
Revenues				
Intergovernmental	(1,683)	164,477	2,471,133	22,500
Charges for Services	42,442	37,346	46,000	44,070
Miscellaneous Revenue	265,482	7,214	140,214	20,000
Total Revenues	<u>306,241</u>	<u>209,036</u>	<u>2,657,347</u>	<u>86,570</u>
Expenditures				
Personal Services	295,844	327,544	325,760	358,090
Professional and Technical	6,925	7,352	-	-
Property Services	236,746	219,848	245,720	292,990
Other Services and Charges	68,500	88,988	87,780	94,330
Supplies	32,452	47,236	50,860	53,270
Capital Outlay	-	63,000	2,439,843	-
Interdepartmental	(78,190)	(7,130)	14,570	36,620
Total Expenditures	<u>562,278</u>	<u>746,838</u>	<u>3,164,533</u>	<u>835,300</u>
Appropriations				
General Fund	551,744	679,589	739,580	826,290
Community Facilities District	-	240	110	9,010
Parks and Recreation Capital Fund	10,534	67,009	2,424,843	-
Total Appropriations	<u>562,278</u>	<u>746,838</u>	<u>3,164,533</u>	<u>835,300</u>

CITY OF COVINA, CALIFORNIA
2013 - 2014 Budget
Activity Summary

Program: Culture and Recreation

Activity: Senior Services

	2010 - 2011	2011 - 2012	2012 - 2013	2013 - 2014
	Actual	Actual	Revised	Adopted
Revenues				
Charges for Services	38,903	42,117	45,740	51,390
Miscellaneous Revenue	8,965	7,387	36,480	33,060
Other Financing Sources	390	-	-	-
Total Revenues	<u>48,258</u>	<u>49,505</u>	<u>82,220</u>	<u>84,450</u>
Expenditures				
Personal Services	160,901	172,857	168,060	161,540
Professional and Technical	189,466	29,181	27,650	31,040
Property Services	28,200	26,904	39,890	33,440
Other Services and Charges	36,330	33,130	14,770	16,660
Supplies	26,711	20,219	21,830	24,390
Capital Outlay	-	-	20,010	20,150
Interdepartmental	<u>(40,093)</u>	<u>2,272</u>	<u>50,350</u>	<u>62,120</u>
Total Expenditures	<u>401,515</u>	<u>284,563</u>	<u>342,560</u>	<u>349,340</u>
Appropriations				
General Fund	397,876	280,813	310,760	321,250
Parks and Recreation Donation Fund	<u>3,639</u>	<u>3,751</u>	<u>31,800</u>	<u>28,090</u>
Total Appropriations	<u>401,515</u>	<u>284,563</u>	<u>342,560</u>	<u>349,340</u>

CITY OF COVINA, CALIFORNIA
2013 - 2014 Budget
Activity Summary

Program: Culture and Recreation

Activity: Community Parade

	2010 - 2011	2011 - 2012	2012 - 2013	2013 - 2014
	<u>Actual</u>	<u>Actual</u>	<u>Revised</u>	<u>Adopted</u>
Revenues				
Charges for Services	6,260	4,430	5,100	5,650
Miscellaneous Revenue	<u>1,930</u>	<u>300</u>	<u>1,500</u>	<u>400</u>
Total Revenues	<u>8,190</u>	<u>4,730</u>	<u>6,600</u>	<u>6,050</u>
Expenditures				
Personal Services	63,235	62,607	64,400	66,700
Professional and Technical	2,950	2,950	2,950	2,950
Property Services	13,160	11,443	12,650	12,750
Other Services and Charges	5,204	4,449	4,760	5,310
Supplies	1,940	2,607	2,770	3,240
Interdepartmental	<u>22,670</u>	<u>40,581</u>	<u>45,760</u>	<u>46,320</u>
Total Expenditures	<u>109,159</u>	<u>124,636</u>	<u>133,290</u>	<u>137,270</u>
Appropriations				
General Fund	<u>109,159</u>	<u>124,636</u>	<u>133,290</u>	<u>137,270</u>
Total Appropriations	<u>109,159</u>	<u>124,636</u>	<u>133,290</u>	<u>137,270</u>

CITY OF COVINA, CALIFORNIA
2013 - 2014 Budget
Activity Summary

Program: Culture and Recreation

Activity: Community Special Events

	2010 - 2011	2011 - 2012	2012 - 2013	2013 - 2014
	<u>Actual</u>	<u>Actual</u>	<u>Revised</u>	<u>Adopted</u>
Revenues				
Charges for Services	55,771	6,938	-	-
Miscellaneous Revenue	7,650	4,350	-	-
Other Financing Sources	<u>110,000</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Revenues	<u>173,421</u>	<u>11,288</u>	<u>-</u>	<u>-</u>
Expenditures				
Personal Services	5,312	6,086	-	-
Professional and Technical	30,357	8,800	-	-
Property Services	16,948	17,498	-	-
Other Services and Charges	14,292	11,223	-	-
Supplies	5,038	4,923	-	-
Interdepartmental	<u>11,424</u>	<u>12,360</u>	<u>-</u>	<u>-</u>
Total Expenditures	<u>83,371</u>	<u>60,889</u>	<u>-</u>	<u>-</u>
Appropriations				
General Fund	<u>83,371</u>	<u>60,889</u>	<u>-</u>	<u>-</u>
Total Appropriations	<u>83,371</u>	<u>60,889</u>	<u>-</u>	<u>-</u>

CITY OF COVINA, CALIFORNIA
2013 - 2014 Budget
Activity Summary

Program: Culture and Recreation

Activity: Aquatics

	2010 - 2011	2011 - 2012	2012 - 2013	2013 - 2014
	Actual	Actual	Revised	Adopted
Revenues				
Intergovernmental	-	39,530	45,000	41,330
Charges for Services	196,921	174,032	182,110	204,580
Other Financing Sources	-	910	-	-
Total Revenues	<u>196,921</u>	<u>214,472</u>	<u>227,110</u>	<u>245,910</u>
Expenditures				
Personal Services	192,024	199,469	201,090	215,840
Professional and Technical	3,372	2,966	1,500	700
Property Services	46,883	49,262	48,930	49,530
Other Services and Charges	2,898	5,703	5,200	5,870
Supplies	26,064	22,118	26,140	22,270
Capital Outlay	11,855	-	-	-
Interdepartmental	-	38,520	43,330	90,450
Total Expenditures	<u>283,095</u>	<u>318,038</u>	<u>326,190</u>	<u>384,660</u>
Appropriations				
General Fund	<u>283,095</u>	<u>318,038</u>	<u>326,190</u>	<u>384,660</u>
Total Appropriations	<u>283,095</u>	<u>318,038</u>	<u>326,190</u>	<u>384,660</u>

CITY OF COVINA, CALIFORNIA
2013 - 2014 Budget
Activity Summary

Program: Culture and Recreation

Activity: Cultural Arts

	2010 - 2011	2011 - 2012	2012 - 2013	2013 - 2014
	<u>Actual</u>	<u>Actual</u>	<u>Revised</u>	<u>Adopted</u>
Revenues				
Charges for Services	-	945	6,020	4,550
Miscellaneous Revenue	<u>101</u>	<u>3,965</u>	<u>3,520</u>	<u>5,570</u>
Total Revenues	<u>101</u>	<u>4,910</u>	<u>9,540</u>	<u>10,120</u>
Expenditures				
Personal Services	-	96	620	2,440
Professional and Technical	621	2,205	5,354	5,400
Property Services	-	-	-	1,000
Other Services and Charges	56	191	990	2,020
Supplies	178	2,315	2,700	3,470
Interdepartmental	<u>-</u>	<u>130</u>	<u>260</u>	<u>330</u>
Total Expenditures	<u>855</u>	<u>4,937</u>	<u>9,924</u>	<u>14,660</u>
Appropriations				
Cultural Arts Fund	679	3,800	9,790	14,130
Parks and Recreation Donation Fund	<u>176</u>	<u>1,137</u>	<u>134</u>	<u>530</u>
Total Appropriations	<u>855</u>	<u>4,937</u>	<u>9,924</u>	<u>14,660</u>

CITY OF COVINA, CALIFORNIA
2013-2014 Budget
Activity Information

Program: Culture and Recreation

Activity: Library Services

Purpose

The Covina Public Library provides services to meet the informational, educational, and recreational reading needs of the community. The services the library provides are essential to the quality of life in Covina. Current trends illustrate the need for services aimed at improving adult and youth literacy.

The Library Services Division of the Parks & Recreation Department provides the following services:

- Opportunities for people of all ages to enjoy reading and reading-related programs
- Providing information and assisting customers in finding library materials
- Commitment to addressing reading and informational trends, including printed material and media
- Educating patrons on current library databases and public computer assistance
- Promoting ethnic and cultural awareness through education
- Facilitation of Community Room uses and rentals
- Second Start Literacy program for adults and children
- Volunteer coordination
- Processing of donated materials for the Library
- Coordination of the Library Board of Trustees
- Staff liaison to the Friends of the Covina Public Library and assistance with coordinating their event needs
- Special programs and events, such as National Library Week and the Summer Reading Programs
- Family Place Workshops
- Inter-Library Loans for library customers
- Homework Help Program

Goals and Objectives

The Library Services Division has established the following goals:

- Offer the highest quality and most effective customer service possible
- Increase public awareness and use of library programs
- Educate the public on library services.
- Supplement library funding through alternative funding sources.
- Provide an attractive, inviting, and safe library facility for our patrons.
- Continue to identify common and critical issues affecting the delivery of library services.
- Offer programs and services delivered by high quality, well-trained staff.
- Maintain the existing collection and keep it relevant by selecting needed materials and reviewing existing materials to discard unneeded or outdated materials.
- Continue partnership with Covina-Valley Unified School District in providing a joint Summer Reading Program.
- Continue processing donated materials for addition to the collection.
- Provide literacy services in an atmosphere that promotes self-esteem, cultural diversity, and life-long learning.
- Continue to make building improvements to better serve the customers

To accomplish these goals the Library Services Division will:

- Develop training materials on Library and City policies and procedures
- Review policies and procedures to identify areas that need improvement
- Update public handouts to make customers aware of changes in policies and new services
- Develop internal publicity/media procedures to achieve a higher standard of marketing

CITY OF COVINA, CALIFORNIA
2013-2014 Budget
Activity Information

Program: Culture and Recreation

Activity: Library Services

- Pursue grants, sponsorships, and other creative funding alternatives to the General Fund
- Continue to use and develop program evaluations completed by the service users, and establish a method of measuring the success rate of each program/service
- Implement new Catalog system which will increase customer service
- Train and Cross-train staff and volunteers to increase their knowledge and skills to provide quality service
- Participate in available State Library trainings to further staff knowledge and skills.
- Implement a Collection Development Committee so those with expertise in their fields can make recommendations on items to be purchased.
- Redesign the Circulation Area to be ADA-accessible while also increasing customer service and staff efficiency.

Base Budget-Change in Service

The budget reflects an overall increase to revenue, resulting from an increase to the base award amount from the Workforce Investment Act (WIA) Title II Grant and sponsorships requested from the Friends of the Covina Public Library for special programs and events and materials purchases. Expenditures decreased mainly due to two full-time positions being replaced with two other full-time positions at a lower salary. These two positions will allow greater flexibility in duties and increased customer service.

	2010-2011 Actual	2011-2012 Actual	2012-2013 Revised	2013-2014 Adopted
Full-Time Equivalent Positions				
<u>Full-Time Positions</u>				
Administrative Technician	0.46	1.00	-	1.00
Circulation Supervisor	1.00	1.00	1.00	-
Library Services Supervisor	-	-	-	1.00
Literacy Coordinator	1.00	1.00	1.00	1.00
Management Analyst	-	-	1.00	1.00
Senior Librarian	2.00	1.00	1.00	1.00
Total Full-Time Positions	4.46	4.00	4.00	4.00
<u>FTE Part-Time Positions</u>				
Building Maintenance Worker	-	0.50	0.50	0.50
Community Resources Aide	-	-	-	0.01
Community Resources Assistant I	-	-	0.21	0.10
Community Resources Assistant II	-	-	-	0.12
Community Resources Specialist	0.75	0.50	1.05	1.00
Library Assistant	0.86	0.80	0.93	1.39
Library Clerk	4.08	4.53	5.52	4.42
Library Shelver	0.54	0.72	0.93	1.53
Total FTE Part-Time Positions	6.23	7.05	9.14	9.07
Total Full-Time Equivalent Positions	10.69	11.05	13.14	13.07

CITY OF COVINA, CALIFORNIA
2013 - 2014 Budget
Activity Summary

Program: Culture and Recreation

Activity: Library

	2010 - 2011	2011 - 2012	2012 - 2013	2013 - 2014
	Actual	Actual	Revised	Adopted
Revenues				
Intergovernmental	22,742	16,867	8,620	11,120
Charges for Services	47,064	35,985	43,600	42,950
Miscellaneous Revenue	62,640	(10,355)	23,460	25,550
Total Revenues	<u>132,447</u>	<u>42,497</u>	<u>75,680</u>	<u>79,620</u>
Expenditures				
Personal Services	583,384	556,362	595,700	579,260
Professional and Technical	160,004	161,870	10,800	9,550
Property Services	124,258	111,701	122,710	123,410
Other Services and Charges	24,651	30,476	34,360	16,460
Supplies	78,010	79,087	68,809	69,020
Capital Outlay	-	27,750	18,000	18,000
Interdepartmental	29,016	104,590	351,730	477,510
Total Expenditures	<u>999,323</u>	<u>1,071,836</u>	<u>1,202,109</u>	<u>1,293,210</u>
Appropriations				
General Fund	930,740	1,019,848	1,117,450	1,231,660
Library Equipment Reserve	5,965	1,990	2,060	370
Library Grant Fund	62,566	47,004	47,139	17,670
Library Donation Fund	52	2,994	35,460	43,510
Total Appropriations	<u>999,323</u>	<u>1,071,836</u>	<u>1,202,109</u>	<u>1,293,210</u>

CITY OF COVINA, CALIFORNIA
2013 - 2014 Budget
Program Summary

Program: Community Development

	2010 - 2011 Actual	2011 - 2012 Actual	2012 - 2013 Revised	2013 - 2014 Adopted
Revenues				
Licenses and Permits	564	-	-	-
Charges for Services	213,364	258,685	250,000	325,000
Miscellaneous	6,310	-	-	-
Total Revenues	<u>220,238</u>	<u>258,685</u>	<u>250,000</u>	<u>325,000</u>
Activities				
Development Administration	19,103	27,087	-	-
Planning	202,504	373,106	648,080	576,240
Indirect Cost Allocation	37,485	(383,810)	-	-
Total Activities	<u>259,092</u>	<u>16,383</u>	<u>648,080</u>	<u>576,240</u>
Appropriations				
General Fund	<u>259,092</u>	<u>16,383</u>	<u>648,080</u>	<u>576,240</u>
Total Appropriations	<u>259,092</u>	<u>16,383</u>	<u>648,080</u>	<u>576,240</u>

CITY OF COVINA, CALIFORNIA
2013 - 2014 Budget
Activity Summary

Program: Community Development

Activity: Development Administration

	2010 - 2011 <u>Actual</u>	2011 - 2012 <u>Actual</u>	2012 - 2013 <u>Revised</u>	2013 - 2014 <u>Adopted</u>
Revenues				
Licenses and Permits	<u>564</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Revenues	<u>564</u>	<u>-</u>	<u>-</u>	<u>-</u>
Expenditures				
Personal Services	(7,940)	-	-	-
Professional and Technical	12,477	17,444	-	-
Property Services	4,168	4,199	-	-
Other Services and Charges	9,381	4,042	-	-
Supplies	1,016	842	-	-
Interdepartmental	<u>-</u>	<u>560</u>	<u>-</u>	<u>-</u>
Total Expenditures	<u>19,103</u>	<u>27,087</u>	<u>-</u>	<u>-</u>
Appropriations				
General Fund	<u>19,103</u>	<u>27,087</u>	<u>-</u>	<u>-</u>
Total Appropriations	<u>19,103</u>	<u>27,087</u>	<u>-</u>	<u>-</u>

CITY OF COVINA, CALIFORNIA
2013-2014 Budget
Activity Information

Program: Community Development

Activity: Planning

Purpose, Goals, and Objectives

The Planning Division advises and reports to the City Council, City Manager and Planning Commission on community development issues. The division is required by State Law to prepare, periodically review and revise the City's General Plan and implement the Plan through the administration of specific plans, zoning regulations, subdivision ordinances, and environmental reviews. Planning staff review capital improvement project applications to check for consistency with the General Plan. The Division assists residents, developers, business owners, as well as surrounding jurisdictions and regional planning agencies with their efforts to use their properties in a manner that is consistent with quality Land Use Planning practices and the goals of the community.

It is the overall goal of the Planning Division to continuously take steps to improve and streamline the development review process in order to further enhance economic development throughout the City. Specific objectives for this year include: A comprehensive update of the City's zoning code; providing outreach to new and existing businesses in the City; continuing to work closely with the Covina Downtown Merchants Association in an effort to accommodate downtown businesses, and to assist in the entitlement of properties to be built in place of blighted properties located in the heart of Covina's Downtown Corridor.

Base Budget-Change in Service

Two Planning Aides have been hired in place of the Senior Planner and one hundred percent (100%) of the cost will be charged to Planning.

	2010-2011 Actual	2011-2012 Actual	2012-2013 Revised	2013-2014 Adopted
Full-Time Equivalent Positions				
<u>Full-Time Positions</u>				
Assistant to the City Manager	-	-	0.50	0.50
City Planner	-	1.00	1.00	1.00
Senior Planner	-	-	1.00	-
Associate Planner	2.00	2.00	-	-
Assistant Planner	1.00	-	-	-
Senior Administrative Technician	-	-	0.75	0.75
Planning Aide	-	-	0.90	2.00
Planning Technician	1.00	1.00	-	-
Total Full-Time Equivalent Positions	4.00	4.00	4.15	4.25

CITY OF COVINA, CALIFORNIA
2013 - 2014 Budget
Activity Summary

Program: Community Development

Activity: Planning

	2010 - 2011	2011 - 2012	2012 - 2013	2013 - 2014
	<u>Actual</u>	<u>Actual</u>	<u>Revised</u>	<u>Adopted</u>
Revenues				
Charges for Services	213,364	258,685	250,000	325,000
Miscellaneous Revenue	<u>6,310</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Revenues	<u>219,674</u>	<u>258,685</u>	<u>250,000</u>	<u>325,000</u>
Expenditures				
Personal Services	162,496	194,878	390,030	325,370
Professional and Technical	26,909	18,420	30,000	25,000
Property Services	4,957	5,153	6,000	6,000
Other Services and Charges	7,496	4,404	12,880	9,700
Supplies	646	960	2,920	2,920
Interdepartmental	<u>-</u>	<u>149,290</u>	<u>206,250</u>	<u>207,250</u>
Total Expenditures	<u>202,504</u>	<u>373,106</u>	<u>648,080</u>	<u>576,240</u>
Appropriations				
General Fund	<u>202,504</u>	<u>373,106</u>	<u>648,080</u>	<u>576,240</u>
Total Appropriations	<u>202,504</u>	<u>373,106</u>	<u>648,080</u>	<u>576,240</u>

CITY OF COVINA, CALIFORNIA
2012 - 2013 Budget
Activity Summary

Program: Community Development

Activity: Indirect Cost Allocation - CD

	2010 - 2011 <u>Actual</u>	2011 - 2012 <u>Actual</u>	2012 - 2013 <u>Revised</u>	2013 - 2014 <u>Adopted</u>
Revenues				
Total Revenues	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Expenditures				
Interdepartmental Charges	<u>37,485</u>	<u>(383,810)</u>	<u>-</u>	<u>-</u>
Total Expenditures	<u>37,485</u>	<u>(383,810)</u>	<u>-</u>	<u>-</u>
Appropriations				
General Fund	<u>37,485</u>	<u>(383,810)</u>	<u>-</u>	<u>-</u>
Total Appropriations	<u>37,485</u>	<u>(383,810)</u>	<u>-</u>	<u>-</u>



CITY OF COVINA, CALIFORNIA
2013 - 2014 Budget
Program Summary

Program: CDBG and Housing

	2010 - 2011 Actual	2011 - 2012 Actual	2012 - 2013 Revised	2013 - 2014 Adopted
Revenues				
Intergovernmental	496,972	757,808	704,366	332,200
Total Revenues	<u>496,972</u>	<u>757,808</u>	<u>704,366</u>	<u>332,200</u>
Activities				
CDBG Administration	46,253	28,602	-	-
Business Assistance	298,929	470,188	503,923	200,000
Public Service	67,578	56,498	53,211	84,830
Residential Rehabilitation	12,202	119,675	176,205	82,380
Public Improvements	30,708	-	-	-
Housing Administration	79,340	87,475	94,295	96,090
Total Activities	<u>535,010</u>	<u>762,437</u>	<u>827,634</u>	<u>463,300</u>
Appropriations				
CDBG Fund	450,795	670,339	725,758	332,210
Supplemental Housing Grant	79,340	87,475	94,295	96,090
Community Facilities District	4,875	4,623	7,581	35,000
Total Appropriations	<u>535,010</u>	<u>762,437</u>	<u>827,634</u>	<u>463,300</u>

CITY OF COVINA, CALIFORNIA
2013-2014 Budget
Activity Information

Program: CDBG and Housing

Activity: CDBG

Purpose

The fiscal year 2013-2014 budget reflects changes in the funding and administration of CDBG funded programs. The programs funded by CDBG for this fiscal year include:

- Public Service
- Housing Rehabilitation
- Economic Development/Business Assistance

Goals and Objectives

Goals for fiscal year 2013-2014 are as follows:

- Oversee the CDBG programs to ensure compliance with the eligibility requirements established by federal guidelines.
- Monitor and coordinate all CDBG fund expenditures for compliance with various federally mandated rules and regulations, and County of Los Angeles regulations.
- Ensure compliance with lead-based paint hazard regulations.
- Ensure compliance with asbestos requirements.
- Coordinate citizen involvement in the grant request process.

The objectives to meet the above mentioned goals are:

- Determine eligibility based on the statutory requirements in the Code of Federal Regulations (CFR) Title 24, Part 570, which covers the Community Development Block Grant (CDBG) Program.
- Attend educational training sessions to keep up with changes in the law.
- Provide public noticing of meetings and publish notice of grant availability.
- At least quarterly, review CDBG programs for compliance with stated objectives.
- At least yearly, monitor all programs.

Base Budget-Change in Service

The CDBG funding allocation has been reduced annually by the Department of Housing and Development (HUD). Allocated funds saw a reduction in funding for fiscal year 06-07 of 10%, no change for fiscal year 07-08, a decrease in fiscal year 08-09 of 4%, no change for fiscal year 09-10, a decrease in fiscal year 10-11 of 5%, a decrease in fiscal year 11-12 of 6%, a decrease in fiscal year 12-13 of 20%, and finally an increase in fiscal year 13-14 of 9%. Even with the net reduction in funding over the previous seven years, staff has continued to reduce its Administrative costs to enable funding critical programs that benefit the community.

CITY OF COVINA, CALIFORNIA
2013 - 2014 Budget
Activity Summary

Program: CDBG & Housing

Activity: CDBG Administration

	2010 - 2011 Actual	2011 - 2012 Actual	2012 - 2013 Revised	2013 - 2014 Adopted
Revenues				
Intergovernmental	46,253	28,601	-	-
Total Revenues	<u>46,253</u>	<u>28,601</u>	<u>-</u>	<u>-</u>
Expenditures				
Personal Services	41,363	28,301	-	-
Professional and Technical Services	4,220	62	-	-
Other Services and Charges	671	239	-	-
Total Expenditures	<u>46,253</u>	<u>28,602</u>	<u>-</u>	<u>-</u>
Appropriations				
CDBG Fund	46,253	28,602	-	-
Total Appropriations	<u>46,253</u>	<u>28,602</u>	<u>-</u>	<u>-</u>

CITY OF COVINA, CALIFORNIA
2013 - 2014 Budget
Activity Summary

Program: CDBG & Housing

Activity: Business Assistance

	2010 - 2011 Actual	2011 - 2012 Actual	2012 - 2013 Revised	2013 - 2014 Adopted
Revenues				
Intergovernmental	298,929	470,189	482,531	200,000
Total Revenues	<u>298,929</u>	<u>470,189</u>	<u>482,531</u>	<u>200,000</u>
Expenditures				
Personal Services	19,208	20,925	45,120	40,000
Professional and Technical Services	121	910	-	-
Other Services and Charges	279,600	448,353	458,803	160,000
Total Expenditures	<u>298,929</u>	<u>470,188</u>	<u>503,923</u>	<u>200,000</u>
Appropriations				
CDBG Fund	298,929	470,188	503,923	200,000
Total Appropriations	<u>298,929</u>	<u>470,188</u>	<u>503,923</u>	<u>200,000</u>

CITY OF COVINA, CALIFORNIA
2013 - 2014 Budget
Activity Summary

Program: CDBG & Housing

Activity: Public Service

	2010 - 2011 Actual	2011 - 2012 Actual	2012 - 2013 Revised	2013 - 2014 Adopted
Revenues				
Intergovernmental	62,707	51,867	45,630	49,830
Special Assessments	6,782	15,283	28,257	35,000
Total Revenues	<u>69,489</u>	<u>67,150</u>	<u>73,887</u>	<u>84,830</u>
Expenditures				
Personal Services	-	933	32,923	29,830
Professional and Technical Services	4,875	4,534	288	5,000
Other Services and Charges	9,760	89	20,000	20,000
Interdepartmental	52,943	50,942	-	-
Other Financial Uses	-	-	-	30,000
Total Expenditures	<u>67,578</u>	<u>56,498</u>	<u>53,211</u>	<u>84,830</u>
Appropriations				
CDBG Fund	62,703	51,875	45,630	49,830
Community Facilities District	4,875	4,623	7,581	35,000
Total Appropriations	<u>67,578</u>	<u>56,498</u>	<u>53,211</u>	<u>84,830</u>

CITY OF COVINA, CALIFORNIA
2013 - 2014 Budget
Activity Summary

Program: CDBG & Housing

Activity: Residential Rehabilitation

	2010 - 2011 Actual	2011 - 2012 Actual	2012 - 2013 Revised	2013 - 2014 Adopted
Revenues				
Intergovernmental	12,202	119,678	176,205	82,370
Total Revenues	<u>12,202</u>	<u>119,678</u>	<u>176,205</u>	<u>82,370</u>
Expenditures				
Personal Services	7,053	25,866	20,050	16,480
Professional and Technical Services	5,085	275	-	-
Other Services and Charges	64	93,534	156,155	65,900
Total Expenditures	<u>12,202</u>	<u>119,675</u>	<u>176,205</u>	<u>82,380</u>
Appropriations				
CDBG Fund	12,202	119,675	176,205	82,380
Total Appropriations	<u>12,202</u>	<u>119,675</u>	<u>176,205</u>	<u>82,380</u>

CITY OF COVINA, CALIFORNIA
2013 - 2014 Budget
Activity Summary

Program: CDBG & Housing

Activity: Public Improvements

	2010 - 2011 Actual	2011 - 2012 Actual	2012 - 2013 Revised	2013 - 2014 Adopted
Revenues				
Intergovernmental	30,714	-	-	-
Total Revenues	<u>30,714</u>	<u>-</u>	<u>-</u>	<u>-</u>
Expenditures				
Personal Services	(53)	-	-	-
Professional and Technical Services	10,590	-	-	-
Other Services and Charges	12,941	-	-	-
Other Financial Uses	<u>7,230</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Expenditures	<u>30,708</u>	<u>-</u>	<u>-</u>	<u>-</u>
Appropriations				
CDBG Fund	<u>30,708</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Appropriations	<u>30,708</u>	<u>-</u>	<u>-</u>	<u>-</u>

CITY OF COVINA, CALIFORNIA
2013 - 2014 Budget
Activity Summary

Program: CDBG & Housing

Activity: Housing Administration

	2010 - 2011 Actual	2011 - 2012 Actual	2012 - 2013 Revised	2013 - 2014 Adopted
Revenues				
Intergovernmental	46,167	87,473	-	-
Total Revenues	<u>46,167</u>	<u>87,473</u>	<u>-</u>	<u>-</u>
Expenditures				
Other Services and Charges	79,340	87,475	94,295	96,090
Total Expenditures	<u>79,340</u>	<u>87,475</u>	<u>94,295</u>	<u>96,090</u>
Appropriations				
Supplemental Housing Grant	79,340	87,475	94,295	96,090
Total Appropriations	<u>79,340</u>	<u>87,475</u>	<u>94,295</u>	<u>96,090</u>

CITY OF COVINA, CALIFORNIA
2013 - 2014 Budget
Program Summary

Program: Water Utility

	2009 -2010 Actual	2011 - 2012 Actual	2012 - 2013 Revised	2013 - 2014 Adopted
Revenues				
Water Revenue	8,843,204	10,515,215	9,061,000	9,561,000
Miscellaneous Revenue	28,109	20	-	-
Total Revenues	<u>8,871,313</u>	<u>10,515,236</u>	<u>9,061,000</u>	<u>9,561,000</u>
Activities				
General and Admin - Water	290,740	425,278	816,920	722,410
Utility Billing - Water	445,766	440,335	489,910	600,440
Customer Service	176,189	402,875	754,710	762,620
Sales Promotion	18,459	20,927	35,880	35,640
Source and Supply	3,194,055	2,943,016	3,389,330	3,370,320
Power and Pumping	694,422	1,941,151	13,235,345	1,231,780
Transmission and Distribution	1,492,902	1,563,338	4,536,470	5,595,200
Depreciation - Water	1,056,167	807,195	790,380	746,060
Debt Service - Water	579,249	1,168,676	1,854,440	1,539,370
Indirect Cost Allocation - Water	699,897	-	-	-
Total Activities	<u>8,647,844</u>	<u>9,712,791</u>	<u>25,903,385</u>	<u>14,603,840</u>
Appropriations				
Water Utility	7,941,040	7,772,813	9,436,443	9,107,110
Water Capital	706,805	1,939,978	16,466,943	5,496,730
Total Appropriations	<u>8,647,844</u>	<u>9,712,791</u>	<u>25,903,385</u>	<u>14,603,840</u>

CITY OF COVINA, CALIFORNIA
2013-2014 Budget
Activity Information

Program: Water Utility

Purpose

Manage the supply, distribution and other activities related to potable and fire suppression water to all customers of the utility system. The system encompasses approximately 66 percent of the City of Covina along with portions of the City of West Covina and unincorporated Los Angeles County.

Goals and Objectives

The goals of the division are:

- Oversight of the entire enterprise fund through sound managerial practices.
- Provide excellent customer service and accurate bills to our customers.
- Meet State and Federal regulations.
- Reduce unaccounted for water in the system.
- Lease and/or purchase water rights combined with other wholesale supply to meet the customer demands.
- Ensure a reliable water supply around the clock, by maintaining and monitoring the 9 reservoirs and 7 pump stations to provide that supply.
- Properly maintain the water infrastructure to deliver the water: which includes more than 100 miles of main line, more than 8,500 service lines and meter connections, more than 990 fire hydrants, as well as cross-connections, and valves.

Capital

There will be some capital repairs to the Transmission and Distribution water mains most in need of replacement, now that the majority of capital improvement work in the Production and Storage activity area was completed in Fiscal Year 2012-2013. Those improvements last year include addition of a new 3 million gallon reservoir to the Charter Oak location, as well as a pump station at Parque Xalapa, and the refurbishment of two existing reservoirs. All capital improvement work is funded by bond proceeds.

CITY OF COVINA, CALIFORNIA

2013-2014 Budget

Activity Information

Program: Water Utility

	2010-2011	2011-2012	2012-2013	2013-2014
	<u>Actual</u>	<u>Actual</u>	<u>Revised</u>	<u>Adopted</u>
Full-Time Equivalent Positions				
<u>Full-Time Positions</u>				
Engineering Intern (part-time)	0.50	0.50	0.50	0.50
Associate Civil Engineer	-	0.25	0.25	0.25
Construction Inspector	-	0.20	0.20	0.20
Public Works Superintendent	-	0.50	0.50	0.50
Senior Administrative Technician	2.00	2.00	2.00	2.00
Water Pump Operator	2.00	2.00	2.00	2.00
Water Quality Technician	1.00	1.00	1.00	1.00
Water Worker	6.00	6.00	6.00	6.00
Equipment Operator	1.00	1.00	1.00	1.00
Water Crew Leader	2.00	2.00	2.00	2.00
Water Forman	1.00	1.00	1.00	1.00
Water Services Supervisor	1.00	1.00	1.00	1.00
Total Full-Time Positions	<u>16.50</u>	<u>17.45</u>	<u>17.45</u>	<u>17.45</u>

CITY OF COVINA, CALIFORNIA
2013 - 2014 Budget
Activity Summary

Program: Water Utility

Activity: General and Admin. - Water

	2010 - 2011	2011 - 2012	2012 - 2013	2013 - 2014
	<u>Actual</u>	<u>Actual</u>	<u>Revised</u>	<u>Adopted</u>
Revenues				
Water Revenue	<u>11,428</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Revenues	<u>11,428</u>	<u>-</u>	<u>-</u>	<u>-</u>
Expenditures				
Personal Services	126,915	149,133	394,760	184,080
Professional and Technical	44,099	11,822	66,000	66,000
Property Services	4,777	4,191	4,900	4,900
Other Services and Charges	10,575	16,818	25,320	22,580
Supplies	(12,926)	17,335	4,100	4,100
Interdepartmental	<u>117,300</u>	<u>225,980</u>	<u>321,840</u>	<u>440,750</u>
Total Expenditures	<u>290,740</u>	<u>425,278</u>	<u>816,920</u>	<u>722,410</u>
Appropriations				
Water Utility	<u>290,740</u>	<u>425,278</u>	<u>816,920</u>	<u>722,410</u>
Total Appropriations	<u>290,740</u>	<u>425,278</u>	<u>816,920</u>	<u>722,410</u>

CITY OF COVINA, CALIFORNIA
2013 - 2014 Budget
Activity Summary

Program: Water Utility

Activity: Utility Billing - Water

	2010 - 2011 <u>Actual</u>	2011 - 2012 <u>Actual</u>	2012 - 2013 <u>Revised</u>	2013 - 2014 <u>Adopted</u>
Revenues				
Water Revenue	-	35	-	-
Total Revenues	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Expenditures				
Personal Services	115,096	24,473	33,090	96,960
Professional and Technical	326,749	364,411	400,800	401,000
Property Services	-	-	100	100
Other Services and Charges	3,700	282	400	58,400
Supplies	222	-	-	-
Interdepartmental	-	51,170	55,520	43,980
Total Expenditures	<u>445,766</u>	<u>440,335</u>	<u>489,910</u>	<u>600,440</u>
Appropriations				
Water Utility	<u>445,766</u>	<u>440,335</u>	<u>489,910</u>	<u>600,440</u>
Total Appropriations	<u>445,766</u>	<u>440,335</u>	<u>489,910</u>	<u>600,440</u>

CITY OF COVINA, CALIFORNIA
2013 - 2014 Budget
Activity Summary

Program: Water Utility

Activity: Customer Service

	2010 - 2011	2011 - 2012	2012 - 2013	2013 - 2014
	Actual	Actual	Revised	Adopted
Revenues				
Water Revenue	29,508	153,215	70,000	70,000
Miscellaneous Revenue	27,969	-	-	-
Total Revenues	<u>57,477</u>	<u>153,215</u>	<u>70,000</u>	<u>70,000</u>
Expenditures				
Personal Services	124,631	126,700	287,950	341,090
Property Services	11,924	27	3,500	3,500
Other Services and Charges	32,640	220,942	365,220	365,950
Supplies	1,034	836	1,500	1,500
Capital Outlay	6,885	-	-	-
Interdepartmental	<u>(924)</u>	<u>54,370</u>	<u>96,540</u>	<u>50,580</u>
Total Expenditures	<u>176,189</u>	<u>402,875</u>	<u>754,710</u>	<u>762,620</u>
Appropriations				
Water Utility	<u>176,189</u>	<u>402,875</u>	<u>754,710</u>	<u>762,620</u>
Total Appropriations	<u>176,189</u>	<u>402,875</u>	<u>754,710</u>	<u>762,620</u>

CITY OF COVINA, CALIFORNIA
2013 - 2014 Budget
Activity Summary

Program: Water Utility

Activity: Sales Promotion

	2010 - 2011 <u>Actual</u>	2011 - 2012 <u>Actual</u>	2012 - 2013 <u>Revised</u>	2013 - 2014 <u>Adopted</u>
Revenues				
Total Revenues	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Expenditures				
Supplies	18,459	13,660	35,000	35,000
Capital Outlay	-	6,767	-	-
Interdepartmental	<u>-</u>	<u>500</u>	<u>880</u>	<u>640</u>
Total Expenditures	<u>18,459</u>	<u>20,927</u>	<u>35,880</u>	<u>35,640</u>
Appropriations				
Water Utility	<u>18,459</u>	<u>20,927</u>	<u>35,880</u>	<u>35,640</u>
Total Appropriations	<u>18,459</u>	<u>20,927</u>	<u>35,880</u>	<u>35,640</u>

CITY OF COVINA, CALIFORNIA
2013 - 2014 Budget
Activity Summary

Program: Water Utility

Activity: Source and Supply

	2010 - 2011 Actual	2011 - 2012 Actual	2012 - 2013 Revised	2013 - 2014 Adopted
Revenues				
Total Revenues	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Expenditures				
Supplies	3,194,055	2,861,686	3,300,000	3,300,000
Interdepartmental	<u>-</u>	<u>81,330</u>	<u>89,330</u>	<u>70,320</u>
Total Expenditures	<u>3,194,055</u>	<u>2,943,016</u>	<u>3,389,330</u>	<u>3,370,320</u>
Appropriations				
Water Utility	<u>3,194,055</u>	<u>2,943,016</u>	<u>3,389,330</u>	<u>3,370,320</u>
Total Appropriations	<u>3,194,055</u>	<u>2,943,016</u>	<u>3,389,330</u>	<u>3,370,320</u>

CITY OF COVINA, CALIFORNIA
2013 - 2014 Budget
Activity Summary

Program: Water Utility

Activity: Power and Pumping

	2010 - 2011	2011 - 2012	2012 - 2013	2013 - 2014
	<u>Actual</u>	<u>Actual</u>	<u>Revised</u>	<u>Adopted</u>
Revenues				
Water Revenue	8,666,663	10,106,214	8,805,000	9,305,000
Miscellaneous Revenue	<u>140</u>	<u>20</u>	<u>-</u>	<u>-</u>
Total Revenues	<u>8,666,802</u>	<u>10,106,235</u>	<u>8,805,000</u>	<u>9,305,000</u>
Expenditures				
Personal Services	176,885	100,579	164,200	155,390
Professional and Technical	37,746	30,559	42,203	42,000
Property Services	260,012	247,694	259,150	262,150
Other Services and Charges	29,550	36,169	39,140	46,400
Supplies	7,603	3,809	11,500	11,500
Capital Outlay	182,627	1,433,274	12,549,083	640,000
Interdepartmental	-	89,067	170,070	74,340
Other Financial Uses	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Expenditures	<u>694,422</u>	<u>1,941,151</u>	<u>13,235,345</u>	<u>1,231,780</u>
Appropriations				
Water Utility	511,795	471,106	605,053	561,960
Water Capital	<u>182,627</u>	<u>1,470,045</u>	<u>12,630,293</u>	<u>669,820</u>
Total Appropriations	<u>694,422</u>	<u>1,941,151</u>	<u>13,235,345</u>	<u>1,231,780</u>

CITY OF COVINA, CALIFORNIA
2013 - 2014 Budget
Activity Summary

Program: Water Utility

Activity: Transmission and Distribution

	2010 - 2011 <u>Actual</u>	2011 - 2012 <u>Actual</u>	2012 - 2013 <u>Revised</u>	2013 - 2014 <u>Adopted</u>
Revenues				
Water Revenue	<u>135,606</u>	<u>255,751</u>	<u>186,000</u>	<u>186,000</u>
Total Revenues	<u>135,606</u>	<u>255,751</u>	<u>186,000</u>	<u>186,000</u>
Expenditures				
Personal Services	692,891	656,037	473,510	551,830
Professional and Technical	3,422	49,111	40,000	40,000
Property Services	231,310	137,278	105,250	152,250
Other Services and Charges	103,383	190,959	178,470	190,060
Supplies	17,290	17,257	26,050	26,050
Capital Outlay	278,426	163,675	3,300,000	4,250,000
Interdepartmental	<u>166,180</u>	<u>349,020</u>	<u>413,190</u>	<u>385,010</u>
Total Expenditures	<u>1,492,902</u>	<u>1,563,338</u>	<u>4,536,470</u>	<u>5,595,200</u>
Appropriations				
Water Utility	1,214,476	1,376,288	1,199,900	1,256,730
Water Capital	<u>278,426</u>	<u>187,050</u>	<u>3,336,570</u>	<u>4,338,470</u>
Total Appropriations	<u>1,492,902</u>	<u>1,563,338</u>	<u>4,536,470</u>	<u>5,595,200</u>

CITY OF COVINA, CALIFORNIA
2013 - 2014 Budget
Activity Summary

Program: Water Utility

Activity: Depreciation - Water

	2010 - 2011 Actual	2011 - 2012 Actual	2012 - 2013 Revised	2013 - 2014 Adopted
Revenues				
Total Revenues	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Expenditures				
Other Services and Charges	1,056,167	783,715	778,630	746,060
Interdepartmental	<u>-</u>	<u>23,480</u>	<u>11,750</u>	<u>-</u>
Total Expenditures	<u>1,056,167</u>	<u>807,195</u>	<u>790,380</u>	<u>746,060</u>
Appropriations				
Water Utility	<u>1,056,167</u>	<u>807,195</u>	<u>790,380</u>	<u>746,060</u>
Total Appropriations	<u>1,056,167</u>	<u>807,195</u>	<u>790,380</u>	<u>746,060</u>

CITY OF COVINA, CALIFORNIA
2013 - 2014 Budget
Activity Summary

Program: Water Utility

Activity: Debt Service - Water

	2010 - 2011	2011 - 2012	2012 - 2013	2013 - 2014
	<u>Actual</u>	<u>Actual</u>	<u>Revised</u>	<u>Adopted</u>
Revenues				
Total Revenues	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Expenditures				
Debt Service	579,249	996,166	1,714,080	1,456,770
Interdepartmental	<u>-</u>	<u>172,510</u>	<u>140,360</u>	<u>82,600</u>
Total Expenditures	<u>579,249</u>	<u>1,168,676</u>	<u>1,854,440</u>	<u>1,539,370</u>
Appropriations				
Water Utility	380,437	885,793	1,354,360	1,050,930
Water Capital	<u>198,812</u>	<u>282,883</u>	<u>500,080</u>	<u>488,440</u>
Total Appropriations	<u>579,249</u>	<u>1,168,676</u>	<u>1,854,440</u>	<u>1,539,370</u>

CITY OF COVINA, CALIFORNIA
2013 - 2014 Budget
Activity Summary

Program: Water Utility

Activity: Indirect Cost Allocation - Water

	2010 - 2011 Actual	2011 - 2012 Actual	2012 - 2013 Revised	2013 - 2014 Adopted
Revenues				
Total Revenues	-	-	-	-
Expenditures				
Interdepartmental	699,897	-	-	-
Total Expenditures	699,897	-	-	-
Appropriations				
Water Utility	652,957	-	-	-
Water Capital	46,940	-	-	-
Total Appropriations	699,897	-	-	-

CITY OF COVINA, CALIFORNIA
2013 - 2014 Budget
Program Summary

Program: Environmental Protection

	2009 -2010 Actual	2011 - 2012 Actual	2012 - 2013 Revised	2013 - 2014 Annual
Revenues				
Licenses and Permits	50,199	142,888	53,590	81,660
Intergovernmental	39,339	27,188	141,780	141,270
Charges for Services	13,731	12,768	6,000	14,000
Refuse/Waste Revenue	3,131,596	1,053,089	1,008,430	903,000
Investment Earnings	-	-	500	500
Miscellaneous Revenue	916	26,997	80,000	-
Other Financing Sources	24,383	-	-	-
Total Revenues	<u>3,260,164</u>	<u>1,262,930</u>	<u>1,290,300</u>	<u>1,140,430</u>
Activities				
General and Admin - Environmental	72,432	154,463	126,220	89,110
Utility Billing - Environmental	63,381	611	-	-
Energy	3,550	160,055	202,090	130,560
Street Sweeping	130,638	145,434	183,520	181,130
Environmental Services	221,050	288,394	370,390	393,710
Refuse Collection	1,438,558	49,011	3,330	2,890
Industrial Waste	71,907	232,634	54,380	90,260
Waste Management	851,402	192,414	294,530	299,650
Depreciation - Environmental	5,824	5,824	5,890	5,820
Indirect Cost Allocation - Enviro.	233,386	-	-	-
Total Activities	<u>3,092,128</u>	<u>1,228,839</u>	<u>1,240,350</u>	<u>1,193,130</u>
Appropriations				
General Fund	24,383	-	-	-
Environmental	3,044,626	1,028,260	1,093,260	1,048,470
Environmental Services Grants	23,119	200,579	147,090	144,660
Total Appropriations	<u>3,092,128</u>	<u>1,228,839</u>	<u>1,240,350</u>	<u>1,193,130</u>

CITY OF COVINA, CALIFORNIA

2013-2014 Budget

Activity Information

Program: Environmental Protection

Mission Statement: Environmental Services is committed to ensuring a safe and healthy City by providing efficient street sweeping, trash and recycling collection; encouraging the use of alternative energies; and managing programs responsible for the removal of pollutants from our air and waterways.

The Environmental Services Section's goals are to achieve the highest possible level of environmental quality for Covina residents and businesses and to comply with all state and federal environmental regulations affecting Covina. These are accomplished by implementing beneficial, cost effective and convenient environmental and waste management programs.

Environmental Services provide customer service, outreach, education, contract management, regulatory compliance and enforcement in the following areas:

- Oversight of the waste and recycling contract, as well as the street sweeping contract;
- Storm water pollution prevention by complying with all aspects of the National Pollutant Discharge Elimination System (NPDES/MS4) permit;
- Oversight and reporting of sewer spills and hazardous material clean-ups;
- Management of the Industrial/Commercial Waste Permit process to protect the City's sewer system;
- Management and reporting on four state and federal grants in order to enhance the City's efforts to reduce pollution and promote resource conservation;
- Promotion of used oil recycling by supporting and promoting four used oil certified collection centers;
- Ensuring proper disposal of hazardous waste and universal waste by residents, businesses, and the City;
- Support for regional air quality goals by enforcing South Coast Air Quality Management District (SCAQMD) regulations, as well as operating rideshare and carpool programs;
- Operation of the Compressed Natural Gas (CNG) fueling station for the benefit of the community and to enhance Environmental Fund revenue;
- Coordination of City energy efficiency efforts;
- Development and implementation of new energy conservation programs for residents;
- Analysis of proposed legislation for environmental impact on the City;
- Implementation of new environmental regulations as necessary;
- Provide Geographic Information System (GIS) support to the City's departments;
- Dissemination of information on environmental laws and regulations to City businesses and residents while promoting compliance;
- Review of plans for compliance with environmental requirements;
- Inspection and enforcement for environmental violations related to waste, storm water pollution, and air quality;
- Maintenance of records and analysis of data for reports to Federal, State and local agencies to ensure the City's compliance with laws and regulations; and
- Coordination with regional, private and other local agencies on common environmental goals.

CITY OF COVINA, CALIFORNIA

2013-2014 Budget

Activity Information

Program: Environmental Protection

	2010-2011 Actual	2011-2012 Actual	2012-2013 Revised	2013-2014 Adopted
Full-Time Equivalent Positions				
<u>Full-Time Positions</u>				
Senior Administrative Technician	1.00	1.00	1.00	1.00
Administrative Technician	-	-	0.75	0.75
Environmental Management Analyst	1.00	1.00	1.00	1.00
Environmental Services Manager	1.00	1.00	1.00	1.00
Total Full-Time Equivalent Positions	3.00	3.00	3.75	3.75

CITY OF COVINA, CALIFORNIA
2013 - 2014 Budget
Activity Summary

Program: Environmental Protection

Activity: General and Admin. - Enviro.

	2010 - 2011 <u>Actual</u>	2011 - 2012 <u>Actual</u>	2012 - 2013 <u>Revised</u>	2013 - 2014 <u>Adopted</u>
Revenues				
Investment Earning	<u>-</u>	<u>-</u>	<u>500</u>	<u>500</u>
Total Revenues	<u>-</u>	<u>-</u>	<u>500</u>	<u>500</u>
Expenditures				
Personal Services	66,035	79,314	74,920	74,920
Professional and Technical	295	300	1,000	-
Property Services	458	1,336	1,850	-
Other Services and Charges	6,647	2,655	3,300	700
Supplies	1,278	2,027	1,500	-
Interdepartmental	<u>(2,280)</u>	<u>68,833</u>	<u>43,650</u>	<u>13,490</u>
Total Expenditures	<u>72,432</u>	<u>154,463</u>	<u>126,220</u>	<u>89,110</u>
Appropriations				
Environmental	<u>72,432</u>	<u>154,463</u>	<u>126,220</u>	<u>89,110</u>
Total Appropriations	<u>72,432</u>	<u>154,463</u>	<u>126,220</u>	<u>89,110</u>

CITY OF COVINA, CALIFORNIA
2013 - 2014 Budget
Activity Summary

Program: Environmental Protection

Activity: Utility Billing - Environmental

	2010 - 2011 Actual	2011 - 2012 Actual	2012 - 2013 Revised	2013 - 2014 Adopted
Revenues				
Refuse/Waste Revenue	60,089	1,801	-	-
Total Revenues	<u>60,089</u>	<u>1,801</u>	<u>-</u>	<u>-</u>
Expenditures				
Personal Services	39,359	-	-	-
Professional and Technical	-	-	-	-
Other Services and Charges	24,022	611	-	-
Total Expenditures	<u>63,381</u>	<u>611</u>	<u>-</u>	<u>-</u>
Appropriations				
Environmental	63,381	611	-	-
Total Appropriations	<u>63,381</u>	<u>611</u>	<u>-</u>	<u>-</u>

CITY OF COVINA, CALIFORNIA
2013 - 2014 Budget
Activity Summary

Program: Environmental Protection

Activity: Energy

	2010 - 2011 Actual	2011 - 2012 Actual	2012 - 2013 Revised	2013 - 2014 Adopted
Revenues				
Intergovernmental	-	-	115,000	115,000
Miscellaneous Revenue	-	8,446	80,000	-
Total Revenues	<u>-</u>	<u>8,446</u>	<u>195,000</u>	<u>115,000</u>
Expenditures				
Personal Services	3,550	-	-	-
Property Services	-	80,861	108,000	108,000
Other Services and Charges	-	75,044	9,000	7,000
Professional and Technical	-	-	80,000	10,000
Interdepartmental	-	4,150	5,090	5,560
Total Expenditures	<u>3,550</u>	<u>160,055</u>	<u>202,090</u>	<u>130,560</u>
Appropriations				
Environmental	-	-	82,000	10,000
Environmental Services Grants	<u>3,550</u>	<u>160,055</u>	<u>120,090</u>	<u>120,560</u>
Total Appropriations	<u>3,550</u>	<u>160,055</u>	<u>202,090</u>	<u>130,560</u>

CITY OF COVINA, CALIFORNIA
2013 - 2014 Budget
Activity Summary

Program: Environmental Protection

Activity: Street Sweeping

	2010 - 2011 <u>Actual</u>	2011 - 2012 <u>Actual</u>	2012 - 2013 <u>Revised</u>	2013 - 2014 <u>Adopted</u>
Revenues				
Total Revenues	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Expenditures				
Property Services	130,638	140,264	177,730	177,730
Interdepartmental	<u>-</u>	<u>5,170</u>	<u>5,790</u>	<u>3,400</u>
Total Expenditures	<u>130,638</u>	<u>145,434</u>	<u>183,520</u>	<u>181,130</u>
Appropriations				
Environmental	<u>130,638</u>	<u>145,434</u>	<u>183,520</u>	<u>181,130</u>
Total Appropriations	<u>130,638</u>	<u>145,434</u>	<u>183,520</u>	<u>181,130</u>

CITY OF COVINA, CALIFORNIA
2013 - 2014 Budget
Activity Summary

Program: Environmental Protection

Activity: Environmental Services

	2010 - 2011	2011 - 2012	2012 - 2013	2013 - 2014
	<u>Actual</u>	<u>Actual</u>	<u>Revised</u>	<u>Adopted</u>
Revenues				
Intergovernmental	39,339	27,188	26,780	26,270
Charges For Services	13,731	12,768	6,000	14,000
Refuse/Waste Revenue	145,954	140,527	117,430	80,000
Miscellaneous Revenue	<u>916</u>	<u>18,551</u>	<u>-</u>	<u>-</u>
Total Revenues	<u>199,940</u>	<u>199,034</u>	<u>150,210</u>	<u>120,270</u>
Expenditures				
Personal Services	105,153	115,051	119,820	119,820
Professional and Technical	31,152	19,430	62,900	162,500
Property Services	9,066	10,646	16,170	-
Other Services and Charges	44,478	64,077	70,940	58,990
Supplies	31,201	43,857	48,780	16,000
Interdepartmental	-	28,680	51,780	36,400
Other Financial Uses	<u>-</u>	<u>6,653</u>	<u>-</u>	<u>-</u>
Total Expenditures	<u>221,050</u>	<u>288,394</u>	<u>370,390</u>	<u>393,710</u>
Appropriations				
Environmental	201,481	247,870	343,390	369,610
Environmental Services Grants	<u>19,569</u>	<u>40,524</u>	<u>27,000</u>	<u>24,100</u>
Total Appropriations	<u>221,050</u>	<u>288,394</u>	<u>370,390</u>	<u>393,710</u>

CITY OF COVINA, CALIFORNIA
2013 - 2014 Budget
Activity Summary

Program: Environmental Protection

Activity: Refuse Collection

	2010 - 2011	2011 - 2012	2012 - 2013	2013 - 2014
	<u>Actual</u>	<u>Actual</u>	<u>Revised</u>	<u>Adopted</u>
Revenues				
Refuse/Waste Revenue	<u>1,288,592</u>	<u>20,636</u>	<u>-</u>	<u>-</u>
Total Revenues	<u>1,288,592</u>	<u>20,636</u>	<u>-</u>	<u>-</u>
Expenditures				
Property Services	1,438,558	46,911	2,500	2,500
Interdepartmental	<u>-</u>	<u>2,100</u>	<u>830</u>	<u>390</u>
Total Expenditures	<u>1,438,558</u>	<u>49,011</u>	<u>3,330</u>	<u>2,890</u>
Appropriations				
Environmental	<u>1,438,558</u>	<u>49,011</u>	<u>3,330</u>	<u>2,890</u>
Total Appropriations	<u>1,438,558</u>	<u>49,011</u>	<u>3,330</u>	<u>2,890</u>

CITY OF COVINA, CALIFORNIA
2013 - 2014 Budget
Activity Summary

Program: Environmental Protection

Activity: Industrial Waste

	2010 - 2011 Actual	2011 - 2012 Actual	2012 - 2013 Revised	2013 - 2014 Adopted
Revenues				
Licenses and Permits	45,001	142,708	53,500	81,570
Other Financing Sources	24,383	-	-	-
Total Revenues	<u>69,384</u>	<u>142,708</u>	<u>53,500</u>	<u>81,570</u>
Expenditures				
Professional and Technical	-	37	-	47,190
Other Services and Charges	-	-	2,300	3,100
Supplies	63	444	2,200	1,500
Interdepartmental	71,844	232,153	49,880	38,470
Total Expenditures	<u>71,907</u>	<u>232,634</u>	<u>54,380</u>	<u>90,260</u>
Appropriations				
Environmental	<u>71,907</u>	<u>232,634</u>	<u>54,380</u>	<u>90,260</u>
Total Appropriations	<u>71,907</u>	<u>232,634</u>	<u>54,380</u>	<u>90,260</u>

CITY OF COVINA, CALIFORNIA
2013 - 2014 Budget
Activity Summary

Program: Environmental Protection

Activity: Waste Management

	2010 - 2011	2011 - 2012	2012 - 2013	2013 - 2014
	<u>Actual</u>	<u>Actual</u>	<u>Revised</u>	<u>Adopted</u>
Revenues				
Licenses and Permits	5,198	180	90	90
Refuse/Waste Revenue	<u>1,636,961</u>	<u>890,125</u>	<u>891,000</u>	<u>823,000</u>
Total Revenues	<u>1,642,159</u>	<u>890,305</u>	<u>891,090</u>	<u>823,090</u>
Expenditures				
Personal Services	73,630	101,887	140,080	140,080
Professional and Technical	23,024	12,875	26,050	51,000
Property Services	696,172	30,412	16,800	19,800
Other Services and Charges	16,121	9,902	37,430	39,360
Supplies	2,937	7,429	37,120	7,000
Interdepartmental	15,135	29,910	37,050	42,410
Other Financial Uses	<u>24,383</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Expenditures	<u>851,402</u>	<u>192,414</u>	<u>294,530</u>	<u>299,650</u>
Appropriations				
General Fund	24,383	-	-	-
Environmental	<u>827,019</u>	<u>192,414</u>	<u>294,530</u>	<u>299,650</u>
Total Appropriations	<u>851,402</u>	<u>192,414</u>	<u>294,530</u>	<u>299,650</u>

CITY OF COVINA, CALIFORNIA
2013 - 2014 Budget
Activity Summary

Program: Environmental Protection

Activity: Depreciation - Environmental

	2010 - 2011 Actual	2011 - 2012 Actual	2012 - 2013 Revised	2013 - 2014 Adopted
Revenues				
Total Revenues	-	-	-	-
Expenditures				
Other Services and Charges	5,824	5,824	5,820	5,820
Interdepartmental	-	-	70	-
Total Expenditures	5,824	5,824	5,890	5,820
Appropriations				
Environmental	5,824	5,824	5,890	5,820
Total Appropriations	5,824	5,824	5,890	5,820

CITY OF COVINA, CALIFORNIA
2013 - 2014 Budget
Activity Summary

Program: Environmental Protection

Activity: Indirect Cost Allocation - Enviro.

	2010 - 2011 Actual	2011 - 2012 Actual	2012 - 2013 Revised	2013 - 2014 Adopted
Revenues				
Total Revenues	-	-	-	-
Expenditures				
Interdepartmental	233,386	-	-	-
Total Expenditures	233,386	-	-	-
Appropriations				
Environmental	233,386	-	-	-
Total Appropriations	233,386	-	-	-

CITY OF COVINA, CALIFORNIA
2013 - 2014 Budget
Program Summary

Program: Sanitary Sewer

	2009 -2010 Actual	2011 - 2012 Actual	2012 - 2013 Revised	2013 - 2014 Adopted
Revenues				
Charges for Services	96,215	-	10,000	10,000
Special Assessments	<u>1,368,215</u>	<u>1,750,241</u>	<u>2,150,000</u>	<u>2,150,000</u>
Total Revenues	<u>1,464,431</u>	<u>1,750,241</u>	<u>2,160,000</u>	<u>2,160,000</u>
Activities				
Sewer	656,836	361,078	10,995,848	10,996,750
Depreciation - Sewer	25,461	28,319	25,460	38,050
Debt Service - Sewer	710,162	731,014	1,484,030	1,448,590
Indirect Cost Allocation - Sewer	<u>28,110</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Activities	<u>1,420,569</u>	<u>1,120,411</u>	<u>12,505,338</u>	<u>12,483,390</u>
Appropriations				
Sewer	<u>1,420,569</u>	<u>1,120,411</u>	<u>12,505,338</u>	<u>12,483,390</u>
Total Appropriations	<u>1,420,569</u>	<u>1,120,411</u>	<u>12,505,338</u>	<u>12,483,390</u>

CITY OF COVINA, CALIFORNIA

2013-2014 Budget

Activity Information

Program: Public Works

Activity: Sanitary Sewer

Purpose

Provide for the operation, maintenance and repair of the city's sanitary sewer system.

Goals and Objectives

Protect the health, welfare and safety of the general public by eliminating sanitary sewer overflows via the:

- Implementation of an expanded and pro-active in-house sewer maintenance program;
- Construction of infrastructure improvements to relieve overloaded and/or deteriorating sewer mains; and
- Monitoring and compliance with all regulatory requirements.

Base Budget-Change in Service

There is no change in the level of service to this area in FY 2013-14.

This activity area experienced the majority of the planned capital improvement construction in the previous fiscal year. The remainder of bond funding is programmed in the current fiscal year, and the Sewer Master Plan will be updated to include the upgraded capacity of the system as a result of pipe upsizing. The existing Sewer Master Plan was the guideline for the capital improvement construction activities to relieve overloaded and/or deteriorated sewer mains.

	2010-2011 Actual	2011-2012 Actual	2012-2013 Revised	2013-2014 Adopted
Full-Time Equivalent Positions				
Street Worker	-	-	2.00	2.00
Street Crew Leader	-	-	1.00	1.00
Street Foreman	-	-	0.30	0.30
Public Works Superintendent	-	-	0.20	0.20
Sr. Administrative Technician	-	-	0.25	0.25
Associate Civil Engineer	-	-	0.25	0.25
Construction Inspector	-	-	0.20	0.20
Total Full-Time Equivalent Positions	-	-	4.20	4.20

CITY OF COVINA, CALIFORNIA
2013 - 2014 Budget
Activity Summary

Program: Sanitary Sewer

Activity: Sewer

	2010 - 2011	2011 - 2012	2012 - 2013	2013 - 2014
	<u>Actual</u>	<u>Actual</u>	<u>Revised</u>	<u>Adopted</u>
Revenues				
Charges for Services	96,215	-	10,000	10,000
Special Assessments	<u>1,368,215</u>	<u>1,750,241</u>	<u>2,150,000</u>	<u>2,150,000</u>
Total Revenues	<u>1,464,431</u>	<u>1,750,241</u>	<u>2,160,000</u>	<u>2,160,000</u>
Expenditures				
Personal Services	580	52,547	302,460	324,120
Professional and Technical	19,556	23,155	60,000	73,000
Property Services	10,868	5,341	35,800	36,500
Other Services and Charges	342	10,713	30,170	55,200
Supplies	12,752	15,352	22,100	27,500
Capital Outlay	174,502	204,280	10,154,648	10,070,000
Debt Service	74,496	30,836	-	-
Interdepartmental	<u>363,740</u>	<u>18,854</u>	<u>390,670</u>	<u>410,430</u>
Total Expenditures	<u>656,836</u>	<u>361,078</u>	<u>10,995,848</u>	<u>10,996,750</u>
Appropriations				
Sewer	<u>656,836</u>	<u>361,078</u>	<u>10,995,848</u>	<u>10,996,750</u>
Total Appropriations	<u>656,836</u>	<u>361,078</u>	<u>10,995,848</u>	<u>10,996,750</u>

CITY OF COVINA, CALIFORNIA
2013 - 2014 Budget
Activity Summary

Program: Sanitary Sewer

Activity: Depreciation - Sewer

	2010 - 2011 Actual	2011 - 2012 Actual	2012 - 2013 Revised	2013 - 2014 Adopted
Revenues				
Total Revenues	-	-	-	-
Expenditures				
Other Services and Charges	25,461	28,319	25,460	38,050
Total Expenditures	25,461	28,319	25,460	38,050
Appropriations				
Sewer	25,461	28,319	25,460	38,050
Total Appropriations	25,461	28,319	25,460	38,050

CITY OF COVINA, CALIFORNIA
2013 - 2014 Budget
Activity Summary

Program: Sanitary Sewer

Activity: Debt Service - Sewer

	2010 - 2011 <u>Actual</u>	2011 - 2012 <u>Actual</u>	2012 - 2013 <u>Revised</u>	2013 - 2014 <u>Adopted</u>
Revenues				
Total Revenues	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Expenditures				
Debt Service	710,162	692,204	1,371,700	1,370,860
Interdepartmental	<u>-</u>	<u>38,810</u>	<u>112,330</u>	<u>77,730</u>
Total Expenditures	<u>710,162</u>	<u>731,014</u>	<u>1,484,030</u>	<u>1,448,590</u>
Appropriations				
Sewer	<u>710,162</u>	<u>731,014</u>	<u>1,484,030</u>	<u>1,448,590</u>
Total Appropriations	<u>710,162</u>	<u>731,014</u>	<u>1,484,030</u>	<u>1,448,590</u>

CITY OF COVINA, CALIFORNIA
2013 - 2014 Budget
Activity Summary

Program: Sanitary Sewer

Activity: Indirect Cost Allocation - Sewer

	2010 - 2011 Actual	2011 - 2012 Actual	2012 - 2013 Revised	2013 - 2014 Adopted
Revenues				
Total Revenues	-	-	-	-
Expenditures				
Interdepartmental	28,110	-	-	-
Total Expenditures	28,110	-	-	-
Appropriations				
Sewer	28,110	-	-	-
Total Appropriations	28,110	-	-	-

CITY OF COVINA, CALIFORNIA
2013 - 2014 Budget
Program Summary

Program: Central Equipment

	2010 - 2011 Actual	2011 - 2012 Actual	2012 - 2013 Revised	2013 - 2014 Adopted
Revenues				
Central Equipment Charges	1,370,289	1,369,118	1,330,120	1,446,170
Miscellaneous	6,388	(879)	-	-
Total Revenues	<u>1,376,677</u>	<u>1,368,239</u>	<u>1,330,120</u>	<u>1,446,170</u>
Activities				
Equipment Administration	37,886	50,713	40,120	50,030
Equipment Operations	1,148,903	1,162,615	1,926,163	1,714,570
Depreciation - Equipment	159,338	140,986	-	192,920
Indirect Cost Allocation - Equipment	225,020	-	-	-
Total Activities	<u>1,571,147</u>	<u>1,354,314</u>	<u>1,966,283</u>	<u>1,957,520</u>
Appropriations				
Central Equipment	<u>1,571,147</u>	<u>1,354,314</u>	<u>1,966,283</u>	<u>1,957,520</u>
Total Appropriations	<u>1,571,147</u>	<u>1,354,314</u>	<u>1,966,283</u>	<u>1,957,520</u>

CITY OF COVINA, CALIFORNIA

2013-2014 Budget

Activity Information

Program: Central Equipment

Mission: The Central Equipment Division is committed to the protection and preservation of the City's investment in vehicles and rolling equipment. The Division strives to maximize vehicle and equipment life cycles through a comprehensive team approach to management and operations that sustain consistent and high-quality maintenance and repair. The Division utilizes an aggressive and proactive customer service program to ensure safe vehicles and equipment.

Fleet Management: Central Equipment procures, maintains, repairs and disposes of all of the City's 115 vehicles and fuel-powered heavy equipment such as backhoes, including the City's police vehicles. This also includes purchasing and operational responsibilities for the Yard's gasoline and diesel fueling station, which are also used by Covina Valley Unified School District and the L.A. County Fire Department, as well as on-site assistance for the public CNG fueling station.

Equipment Maintenance: Central Equipment procures, maintains, repairs and disposes of the City's 87 pieces of portable equipment including such items as backhoes, directional arrow boards, portable generators and lighting, jackhammers, etc. Additionally, Division personnel operate and maintain the City's three stationary emergency generators located at City Hall, City Yard, and the Police Department, as well as administering their related license, permit and tax compliance issues. Staff also prepare and maintain records for all aspects of an automotive repair facility; this includes, but is not limited to, operating within regulations as mandated by the EPA, AQMD, OSHA and State Department of Water Resources.

	2010-2011 <u>Actual</u>	2011-2012 <u>Budget</u>	2012-2013 <u>Revised</u>	2013-2014 <u>Adopted</u>
Full-Time Equivalent Positions				
<u>Full-Time Positions</u>				
Sr. Administrative Technician	1.00	1.00	1.00	1.00
Equipment Maintenance Supervisor	1.00	1.00	1.00	1.00
Equipment Foreman	1.00	1.00	1.00	1.00
Senior Equipment Mechanic	2.00	1.00	1.00	1.00
Equipment Mechanic	1.50	1.50	1.50	1.50
Total Full-Time Equivalent Positions	<u>5.50</u>	<u>5.50</u>	<u>5.50</u>	<u>5.50</u>

CITY OF COVINA, CALIFORNIA
2013 - 2014 Budget
Activity Summary

Program: Central Equipment

Activity: Equipment Administration

	2010 - 2011 Actual	2011 - 2012 Actual	2012 - 2013 Revised	2013 - 2014 Adopted
Revenues				
Total Revenues	-	-	-	-
Expenditures				
Personal Services	19,721	30,953	34,530	36,200
Professional and Technical	16,890	16,890	-	-
Property Services	834	890	1,300	1,300
Other Services and Charges	30	20	830	850
Supplies	411	650	1,400	1,400
Interdepartmental	-	1,310	2,060	10,280
Total Expenditures	37,886	50,713	40,120	50,030
Appropriations				
Central Equipment	37,886	50,713	40,120	50,030
Total Appropriations	37,886	50,713	40,120	50,030

CITY OF COVINA, CALIFORNIA
2013 - 2014 Budget
Activity Summary

Program: Central Equipment

Activity: Equipment Operations

	2010 - 2011	2011 - 2012	2012 - 2013	2013 - 2014
	<u>Actual</u>	<u>Actual</u>	<u>Revised</u>	<u>Adopted</u>
Revenues				
Central Equipment Charges	1,391,242	1,469,894	1,275,900	1,417,800
Miscellaneous Revenue	<u>-</u>	<u>10,013</u>	<u>-</u>	<u>-</u>
Total Revenues	<u>1,391,242</u>	<u>1,479,907</u>	<u>1,275,900</u>	<u>1,417,800</u>
Expenditures				
Personal Services	349,174	376,407	376,740	382,480
Property Services	89,417	65,889	82,814	84,600
Other Services and Charges	(17,866)	5,343	7,300	7,300
Supplies	432,203	506,266	496,000	604,160
Capital Outlay	331,508	136,414	869,379	546,000
Debt Service	225	(225)	-	-
Interdepartmental	<u>(35,758)</u>	<u>72,520</u>	<u>93,930</u>	<u>90,030</u>
Total Expenditures	<u>1,148,903</u>	<u>1,162,615</u>	<u>1,926,163</u>	<u>1,714,570</u>
Appropriations				
Central Equipment	<u>1,148,903</u>	<u>1,162,615</u>	<u>1,926,163</u>	<u>1,714,570</u>
Total Appropriations	<u>1,148,903</u>	<u>1,162,615</u>	<u>1,926,163</u>	<u>1,714,570</u>

CITY OF COVINA, CALIFORNIA
2013 - 2014 Budget
Activity Summary

Program: Central Equipment

Activity: Depreciation - Equipment

	2010 - 2011	2011 - 2012	2012 - 2013	2013 - 2014
	<u>Actual</u>	<u>Actual</u>	<u>Revised</u>	<u>Adopted</u>
Revenues				
Total Revenues	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Expenditures				
Other Services and Charges	159,338	140,986	-	-
Capital Outlay	<u>-</u>	<u>-</u>	<u>-</u>	<u>192,920</u>
Total Expenditures	<u>159,338</u>	<u>140,986</u>	<u>-</u>	<u>192,920</u>
Appropriations				
Central Equipment	<u>159,338</u>	<u>140,986</u>	<u>-</u>	<u>192,920</u>
Total Appropriations	<u>159,338</u>	<u>140,986</u>	<u>-</u>	<u>192,920</u>

CITY OF COVINA, CALIFORNIA
2013 - 2014 Budget
Activity Summary

Program: Central Equipment

Activity: Indirect Cost Allocation - Equip.

	2010 - 2011	2011 - 2012	2012 - 2013	2013 - 2014
	<u>Actual</u>	<u>Actual</u>	<u>Revised</u>	<u>Adopted</u>
Revenues				
Total Revenues	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Expenditures				
Interdepartmental	<u>225,020</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Expenditures	<u>225,020</u>	<u>-</u>	<u>-</u>	<u>-</u>
Appropriations				
Central Equipment	<u>225,020</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Appropriations	<u>225,020</u>	<u>-</u>	<u>-</u>	<u>-</u>

CITY OF COVINA, CALIFORNIA
2013 - 2014 Budget
Program Summary

Program: Management Information Systems

	2010 - 2011 Actual	2011 - 2012 Actual	2012 - 2013 Revised	2013 - 2014 Adopted
Revenues				
MIS Charges	1,088,490	1,062,675	-	-
Total Revenues	<u>1,088,490</u>	<u>1,062,675</u>	<u>-</u>	<u>-</u>
Activities				
MIS Administration	1,578,961	1,444,306	841,310	136,060
Depreciation - MIS	178,309	198,308	-	146,920
Indirect Cost Allocation - MIS	82,200	-	-	-
Total Activities	<u>1,839,470</u>	<u>1,642,614</u>	<u>841,310</u>	<u>282,980</u>
Appropriations				
Management Information Systems	<u>1,839,470</u>	<u>1,642,614</u>	<u>841,310</u>	<u>282,980</u>
Total Appropriations	<u>1,839,470</u>	<u>1,642,614</u>	<u>841,310</u>	<u>282,980</u>

CITY OF COVINA, CALIFORNIA

2013-2014 Budget

Activity Information

Program: Management Information Systems

Activity: MIS

Purpose

MIS Administration manages the overall management information system operations of the City. This includes planning, budgeting, purchasing, special projects, managing department and staff. The function is responsible for the following support services:

- General systems
- Network administration
- MUNIS Financial System
- Telephone system

Goals and Objectives

Manage information systems implementations, operations, upgrades and support. Some of the major goals of the division are:

- Maintain hardware/software replacement schedule.
- Provide ongoing training and support for general users.
- Provide ongoing support for network hardware, software, and users.
- Provide ongoing support for all financial system users.

Base Budget-Change in Services

The 2013-2014 budget represents a consolidation of MIS activities but no change in services.

	2010-2011 Actual	2011-2012 Actual	2012-2013 Actual	2013-2014 Adopted
Full-Time Equivalent Positions				
<u>Full-Time Positions</u>				
Information Technology Manager	1.00	1.00	-	-
Information Technology Services Manager	-	-	1.00	1.00
Senior IT Coordinator	-	-	1.00	1.00
Systems Analyst	1.00	1.00	-	-
PC Technician II	1.00	1.00	-	-
IT Coordinator	-	-	2.00	2.00
Total Full-Time Equivalent Positions	3.00	3.00	4.00	4.00
<u>FTE Part-Time Positions</u>				
Administrative Intern	-	0.50	-	0.50
IT Coordinator	-	-	0.50	0.50
Total FTE Part-Time Positions	0.50	0.50	0.50	1.00
Total Full-Time Equivalent Positions	3.50	3.50	4.50	5.00

CITY OF COVINA, CALIFORNIA
2013 - 2014 Budget
Activity Summary

Program: Management Information Systems

Activity: MIS Administration

	2010 - 2011 Actual	2011 - 2012 Actual	2012 - 2013 Revised	2013 - 2014 Adopted
Revenues				
MIS Charges	1,088,490	1,062,675	-	-
Miscellaneous	-	5,002	-	-
Total Revenues	<u>1,088,490</u>	<u>1,067,677</u>	<u>-</u>	<u>-</u>
Expenditures				
Personal Services	380,495	515,184	540,240	500,060
Professional and Technical	187,086	323,120	277,080	266,000
Property Services	399,617	394,767	337,820	355,110
Other Services and Charges	25,474	12,564	14,820	17,830
Supplies	187,528	119,107	84,400	85,300
Capital Outlay	402,519	112,980	545,760	130,000
Interdepartmental	(3,758)	(33,415)	(958,810)	(1,218,240)
Total Expenditures	<u>1,578,961</u>	<u>1,444,306</u>	<u>841,310</u>	<u>136,060</u>
Appropriations				
Management Information Systems	<u>1,578,961</u>	<u>1,444,306</u>	<u>841,310</u>	<u>136,060</u>
Total Appropriations	<u>1,578,961</u>	<u>1,444,306</u>	<u>841,310</u>	<u>136,060</u>

CITY OF COVINA, CALIFORNIA
2013 - 2014 Budget
Activity Summary

Program: Management Information Systems

Activity: Depreciation - MIS

	2010 - 2011 <u>Actual</u>	2011 - 2012 <u>Actual</u>	2012 - 2013 <u>Revised</u>	2013 - 2014 <u>Adopted</u>
Revenues				
Total Revenues	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Expenditures				
Other Services and Charges	178,309	198,308	175,000	346,920
Interdepartmental	<u>-</u>	<u>-</u>	<u>(175,000)</u>	<u>(200,000)</u>
Total Expenditures	<u>178,309</u>	<u>198,308</u>	<u>-</u>	<u>146,920</u>
Appropriations				
Management Information Systems	<u>178,309</u>	<u>198,308</u>	<u>-</u>	<u>146,920</u>
Total Appropriations	<u>178,309</u>	<u>198,308</u>	<u>-</u>	<u>146,920</u>

CITY OF COVINA, CALIFORNIA
2013 - 2014 Budget
Activity Summary

Program: Management Information Systems

Activity: Indirect Cost Allocation - MIS

	2010 - 2011 <u>Actual</u>	2011 - 2012 <u>Actual</u>	2012 - 2013 <u>Revised</u>	2013 - 2014 <u>Adopted</u>
Revenues				
Total Revenues	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Expenditures				
Interdepartmental	<u>82,200</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Expenditures	<u>82,200</u>	<u>-</u>	<u>-</u>	<u>-</u>
Appropriations				
Central Equipment	<u>82,200</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Appropriations	<u>82,200</u>	<u>-</u>	<u>-</u>	<u>-</u>

CITY OF COVINA, CALIFORNIA
2013 - 2014 Budget
Program Summary

Program: Risk Management

	2010 - 2011 Actual	2011 - 2012 Actual	2012 - 2013 Revised	2013 - 2014 Adopted
Revenues				
Total Revenues	-	-	-	-
Activities				
Worker's Compensation	-	-	200,000	200,000
Public Liability	-	-	153,000	153,000
Total Activities	-	-	353,000	353,000
Appropriations				
Worker's Compensation	-	-	200,000	200,000
Public Liability	-	-	153,000	153,000
Total Appropriations	-	-	200,000	353,000

CITY OF COVINA, CALIFORNIA

2013-2014 Budget

Activity Information

Program: Risk Management

Activity: Workers Compensation

Purpose

Workers Compensation administration is the identification of legal, medical, administrative, insurance and disability costs associated with the City's self insured program.

- Coordination of medical care and treatment for employees' work related injuries and illnesses
- Monitor workers' compensation claims activity utilizing a third-party administrator
- Direct legal counsel in negotiating settlement of litigated claims
- Development of informational programs for employees and departments
- Development of safety needs assessment program for all departments
- Ensure compliance with federal and state worker safety laws
- Compliance with Federal Medicare reporting

Goals and Objectives

Major goals are the continued assessment of current service providers and the continued improvement of loss control measures and safety training.

Base Budget-Change in Service

The 2013-2014 budget reflects an increase of \$21,000 in Risk Management Fees and a decrease of \$4,100 in General Insurance charges.

	<u>2010-2011</u> <u>Actual</u>	<u>2011-2012</u> <u>Actual</u>	<u>2012-2013</u> <u>Revised</u>	<u>2013-2014</u> <u>Adopted</u>
Full-Time Equivalent Positions				
<u>Full-Time Positions</u>				
Director of Human Resources	-	-	0.20	0.20
Risk Manager	-	-	0.50	0.50
Total Full-Time Equivalent Positions	-	-	0.70	0.70

CITY OF COVINA, CALIFORNIA
2013 - 2014 Budget
Activity Summary

Program: Risk Management

Activity: Worker's Compensation

	2010 - 2011 Actual	2011 - 2012 Actual	2012 - 2013 Revised	2013 - 2014 Adopted
Revenues				
Total Revenues	-	-	-	-
Expenditures				
Personal Services	-	-	98,310	98,390
Professional and Technical	-	-	272,200	293,200
Property Services	-	-	2,000	2,000
Other Services and Charges	-	-	268,600	264,500
Interdepartmental	-	-	(441,110)	(458,090)
Total Expenditures	-	-	200,000	200,000
Appropriations				
Worker's Compensation	-	-	200,000	200,000
Total Appropriations	-	-	200,000	200,000

CITY OF COVINA, CALIFORNIA

2013-2014 Budget

Activity Information

Program: Risk Management

Activity: Public Liability

Purpose

Public liability is the defense and settlement of liability claims for damages filed against the City under a self-insurance program.

- Preparation and maintenance of a five year loss history
- Process claims for adjudication or settlement
- Coordinate legal defense with the City Attorney and other special counsel
- Secure necessary bonds and excess liability insurance coverage through outside carriers

Goals and Objectives

Major goals are the continued assessment of current service providers and continued improvement of loss control measures.

Base Budget-Change in Service

The 2013-2014 budget reflects a decrease of \$50,000 in Legal Fees, as well as an increase of approximately \$2500 for the City's insurance premium.

	<u>2010-2011</u> <u>Actual</u>	<u>2011-2012</u> <u>Actual</u>	<u>2012-2013</u> <u>Revised</u>	<u>2013-2014</u> <u>Adopted</u>
Full-Time Equivalent Positions				
<u>Full-Time Positions</u>				
Director of Human Resources	-	-	0.20	0.20
Risk Manager	-	-	0.50	0.50
Total Full-Time Equivalent Positions	<u>-</u>	<u>-</u>	<u>0.70</u>	<u>0.70</u>

CITY OF COVINA, CALIFORNIA
2013 - 2014 Budget
Activity Summary

Program: Risk Management

Activity: Public Liability

	2010 - 2011 Actual	2011 - 2012 Actual	2012 - 2013 Revised	2013 - 2014 Adopted
Revenues				
Total Revenues	-	-	-	-
Expenditures				
Personal Services	-	-	98,310	98,390
Professional and Technical	-	-	175,000	125,000
Property Services	-	-	4,150	2,000
Other Services and Charges	-	-	247,850	252,560
Interdepartmental	-	-	(372,310)	(324,950)
Total Expenditures	-	-	153,000	153,000
Appropriations				
Public Liability	-	-	153,000	153,000
Total Appropriations	-	-	153,000	153,000

CITY OF COVINA, CALIFORNIA
2013 - 2014 Budget
Program Summary

Program: Miscellaneous

	2010 - 2011 Actual	2011 - 2012 Actual	2012 - 2013 Revised	2013 - 2014 Adopted
Revenues				
Taxes	15,995	16,269	17,750	17,750
Investment Earnings	27	4	-	-
Total Revenues	<u>16,022</u>	<u>16,273</u>	<u>17,750</u>	<u>17,750</u>
Activities				
Intergovernmental	9,725	24,696	24,360	24,460
Community Outreach	-	17,002	86,270	42,810
Downtown District	6,125	-	8,750	8,750
Prospero Park District	7,398	9,046	9,000	9,000
Contingency	-	34,376	7,000	10,000
Total Activities	<u>23,248</u>	<u>85,121</u>	<u>135,380</u>	<u>95,020</u>
Appropriations				
General Fund	9,725	76,074	117,630	77,270
Downtown	6,125	-	8,750	8,750
Prospero	7,398	9,046	9,000	9,000
Total Appropriations	<u>23,248</u>	<u>85,120</u>	<u>135,380</u>	<u>95,020</u>

CITY OF COVINA, CALIFORNIA
2013-2014 Budget
Activity Information

Program: Miscellaneous

Intergovernmental:

Intergovernmental includes memberships and other costs associated with lobbying efforts for cities with County, State and other government agencies. The major goals of the intergovernmental activity are to influence County and State legislation that is favorable and friendly to municipal governments; an to identify regional opportunities and problems.

Community Outreach:

The purpose of the Community Outreach activity is to provide and maintain General Fund support to the City's "lifeline" assistance program for City Water Utility customers and the McGill house.

Downtown District:

The Downtown District accounts for the special business license registration tax for the promotion and maintenance of the Covina downtown area.

Prospero Park District:

The Prospero Park District accounts for the special business license registration tax for the maintenance and improvements in the Covina Prospero Park apartment area.

Contingency:

Contingency is an undesignated appropriation in the annual budget for both anticipated and unanticipated events or actions not incorporated in other areas of the budget. City Council action is required for the use of the contingency item.

CITY OF COVINA, CALIFORNIA
2013 - 2014 Budget
Activity Summary

Program: Miscellaneous

Activity: Intergovernmental

	2010 - 2011 Actual	2011 - 2012 Actual	2012 - 2013 Revised	2013 - 2014 Adopted
Revenues				
Total Revenues	-	-	-	-
Expenditures				
Professional and Technical Services	686	993	1,000	1,060
Other Services and Charges	15,810	29,285	36,460	36,610
Supplies	5,949	7,139	-	-
Interdepartmental	(12,720)	(12,720)	(13,100)	(13,210)
Total Activities	9,725	24,696	24,360	24,460
Appropriations				
General Fund	9,725	24,696	24,360	24,460
Total Appropriations	9,725	24,696	24,360	24,460

CITY OF COVINA, CALIFORNIA
2013 - 2014 Budget
Activity Summary

Program: Miscellaneous

Activity: Community Outreach

	2010 - 2011 Actual	2011 - 2012 Actual	2012 - 2013 Revised	2013 - 2014 Adopted
Revenues				
Miscellaneous	-	3,000	-	-
Total Revenues	-	3,000	-	-
Expenditures				
Other Services and Charges	-	16,262	58,000	40,000
Supplies	-	-	27,000	-
Interdepartmental	-	740	1,270	2,810
Total Activities	-	17,002	86,270	42,810
Appropriations				
General Fund	-	17,002	86,270	42,810
Total Appropriations	-	17,002	86,270	42,810

CITY OF COVINA, CALIFORNIA
2013 - 2014 Budget
Activity Summary

Program: Miscellaneous

Activity: Downtown District

	2010 - 2011 Actual	2011 - 2012 Actual	2012 - 2013 Revised	2013 - 2014 Adopted
Revenues				
Tax Revenue	7,375	7,980	8,750	8,750
Total Revenues	<u>7,375</u>	<u>7,980</u>	<u>8,750</u>	<u>8,750</u>
Expenditures				
Other Services and Charges	6,125	-	8,750	8,750
Total Activities	<u>6,125</u>	<u>-</u>	<u>8,750</u>	<u>8,750</u>
Appropriations				
Downtown District	6,125	-	8,750	8,750
Total Appropriations	<u>6,125</u>	<u>-</u>	<u>8,750</u>	<u>8,750</u>

CITY OF COVINA, CALIFORNIA
2013 - 2014 Budget
Activity Summary

Program: Miscellaneous

Activity: Prospero Park District

	2010 - 2011 Actual	2011 - 2012 Actual	2012 - 2013 Revised	2013 - 2014 Adopted
Revenues				
Tax Revenue	8,620	8,289	9,000	9,000
Investment Earnings	27	4	-	-
Total Revenues	<u>8,647</u>	<u>8,293</u>	<u>9,000</u>	<u>9,000</u>
Expenditures				
Other Services and Charges	7,398	9,046	9,000	9,000
Total Activities	<u>7,398</u>	<u>9,046</u>	<u>9,000</u>	<u>9,000</u>
Appropriations				
Prospero Park District	7,398	9,046	9,000	9,000
Total Appropriations	<u>7,398</u>	<u>9,046</u>	<u>9,000</u>	<u>9,000</u>

CITY OF COVINA, CALIFORNIA
2013 - 2014 Budget
Activity Summary

Program: Miscellaneous

Activity: Contingency

	2010 - 2011 Actual	2011 - 2012 Actual	2012 - 2013 Revised	2013 - 2014 Adopted
Revenues				
Total Revenues	-	-	-	-
Expenditures				
Contingency	-	34,376	7,000	10,000
Total Activities	-	34,376	7,000	10,000
Appropriations				
General Fund	-	34,376	7,000	10,000
Total Appropriations	-	34,376	7,000	10,000



CITY OF COVINA, CALIFORNIA
2013 - 2014 Budget
Program Summary

Program: SACRA

	2010 - 2011 Actual	2011 - 2012 Actual	2012 - 2013 Revised	2013 - 2014 Adopted
Revenues				
Tax Revenue	-	(945,904)	-	-
Charges for Services	-	250,513	627,500	700,840
Investment Earnings	-	14,856	-	260
Miscellaneous Revenue	-	66	-	-
Other Financing Sources	-	-	4,480,200	4,773,660
Total Revenues	-	(680,469)	5,107,700	5,474,760
Activities				
SACRA Administration	-	260,301	328,000	327,820
Housing	-	16,128	1,084,403	63,010
Land Proceeds	-	76,398	30,000	-
Redevelopment	-	2,915,160	714,660	723,630
Debt Service	-	602,445	3,687,290	3,722,030
Total Activities	-	3,870,433	5,844,353	4,836,490
Appropriations				
SACRA Fund	-	3,870,433	5,844,353	4,836,490
Total Appropriations	-	3,870,433	5,844,353	4,836,490

CITY OF COVINA, CALIFORNIA

2013-2014 Budget

Activity Information

Program: SACRA

Activity: SACRA

Purpose

With the passage of AB 1X26, the Redevelopment Agency activity was dissolved effective February 1, 2012. The Agency as we knew it is now known as Successor Agency to the Covina Redevelopment Agency ("SACRA") with its primary function of winding down the Agency.

No tax increment dollars flow into SACRA for redevelopment activities. The County of Los Angeles passes through funds sufficient to meet SACRA recognized obligations ("ROPS") primarily debt service and other ongoing contractual obligations. Additionally funding in the amount of \$250,000 is passed through to SACRA for Administration expenses during the wind down period.

As part of the procedure, the SACRA Board approves a semi-annual ROPS schedule which is then forwarded to an Oversight Board comprised of representatives from City, County, Labor and Education. The Oversight Board approves ROPS prior to submission to the State of California Department of Finance ("DOF"), County Auditor Controller ("CAC") and County Administrative Officer ("CAC"). Funding for ROPS is not considered approved until the DOF who has the final say in these matters approves and submits ROPS to CAC for disbursement.

AB 1484 – Redevelopment Dissolution/Unwind Trailer Bill was approved by the State of California as part of its budget package in June 2012. This bill gives SACRA restricted use of Housing Funds previously not authorized under AB 1X26. Since the tax increment generation has been abolished there will be no 20% set-a-side funds flowing in for housing activities. The only available use of funds for housing activities will be any available bond funds.

Goals and Objectives

The primary goal of SACRA is to maintain timely payment of debt service and other contractual obligations. As indicated above, there are no other available funding for any enhancements to existing programs or the creation of new programs.

Base Budget-Change in Service

There are no changes in services.

	2010-2011 Actual	2011-2012 Actual	2012-2013 Revised	2013-2014 Adopted
Full-Time Equivalent Positions				
<u>FTE Part-Time Positions</u>				
Redevelopment Manager	-	-	1.00	1.00
Senior Management Analyst	-	-	0.75	0.75
Total Full-Time Equivalent Positions	-	-	1.75	1.75

CITY OF COVINA, CALIFORNIA
2013 - 2014 Budget
Activity Summary

Program: SACRA

Activity: Administration

	2010 - 2011 Actual	2011 - 2012 Actual	2012 - 2013 Revised	2013 - 2014 Adopted
Revenues				
Investment Earnings	-	6,382	-	260
Miscellaneous Revenue	-	66	-	-
Other Financing Sources	-	-	792,910	1,051,630
Total Revenues	-	6,447	792,910	1,051,890
Expenditures				
Personal Services	-	224,881	259,370	291,560
Professional and Technical Services	-	22,784	12,600	-
Property Services	-	11,148	-	-
Other Services and Charges	-	1,488	-	-
Debt Service	-	-	22,000	-
Interdepartmental	-	-	34,030	36,260
Total Expenditures	-	260,301	328,000	327,820
Appropriations				
SACRA Fund	-	260,301	328,000	327,820
Total Appropriations	-	260,301	328,000	327,820

CITY OF COVINA, CALIFORNIA
2013 - 2014 Budget
Activity Summary

Program: SACRA

Activity: Housing

	2010 - 2011 Actual	2011 - 2012 Actual	2012 - 2013 Revised	2013 - 2014 Adopted
Revenues				
Total Revenues	-	-	-	-
Expenditures				
Personal Services	-	-	48,000	38,980
Professional and Technical Services	-	3,336	-	-
Property Services	-	1,901	-	-
Other Services and Charges	-	10,891	1,036,403	24,030
Total Expenditures	-	16,128	1,084,403	63,010
Appropriations				
SACRA Fund	-	16,128	1,084,403	63,010
Total Appropriations	-	16,128	1,084,403	63,010

CITY OF COVINA, CALIFORNIA
2013 - 2014 Budget
Activity Summary

Program: SACRA

Activity: Land Proceeds

	2010 - 2011 Actual	2011 - 2012 Actual	2012 - 2013 Revised	2013 - 2014 Adopted
Revenues				
Charges for Services	-	167,499	627,500	202,760
Total Revenues	-	167,499	627,500	202,760
Expenditures				
Personal Services	-	75,929	30,000	-
Other Services and Charges		466	-	-
Capital Outlay	-	3	-	-
Total Expenditures	-	76,398	30,000	-
Appropriations				
SACRA Fund	-	76,398	30,000	-
Total Appropriations	-	76,398	30,000	-

CITY OF COVINA, CALIFORNIA
2013 - 2014 Budget
Activity Summary

Program: SACRA

Activity: Redevelopment

	2010 - 2011 Actual	2011 - 2012 Actual	2012 - 2013 Revised	2013 - 2014 Adopted
Revenues				
Charges for Services	-	83,014	-	498,080
Investment Earnings	-	8,476	-	-
Total Revenues	-	91,490	-	498,080
Expenditures				
Professional and Technical Services	-	(7,394)	-	-
Property Services	-	291,472	714,660	723,630
Other Services and Charges	-	2,601,084	-	-
Capital Outlay	-	29,998	-	-
Total Expenditures	-	2,915,160	714,660	723,630
Appropriations				
SACRA Fund	-	2,915,160	714,660	723,630
Total Appropriations	-	2,915,160	714,660	723,630

CITY OF COVINA, CALIFORNIA
2013 - 2014 Budget
Activity Summary

Program: SACRA

Activity: Debt Service

	2010 - 2011 Actual	2011 - 2012 Actual	2012 - 2013 Revised	2013 - 2014 Adopted
Revenues				
Tax Revenue	-	(945,904)	-	-
Investment Earnings	-	(2)	-	-
Other Financing Sources	-	-	3,687,290	3,722,030
Total Revenues	<u>-</u>	<u>(945,906)</u>	<u>3,687,290</u>	<u>3,722,030</u>
Expenditures				
Professional and Technical Services	-	-	-	14,600
Debt Service	-	602,445	3,687,290	3,707,430
Total Expenditures	<u>-</u>	<u>602,445</u>	<u>3,687,290</u>	<u>3,722,030</u>
Appropriations				
SACRA Fund	-	602,445	3,687,290	3,722,030
Total Appropriations	<u>-</u>	<u>602,445</u>	<u>3,687,290</u>	<u>3,722,030</u>



BUDGET PROCEDURES AND METHODS

This information is provided to familiarize the reader with the budget structure and how this budget document was prepared and will be controlled.

Preparing the Preliminary/Council Approved Budget

Materials were distributed to departments for preparing a projection of 2007-2008 base budget. The base budget is the previous year adopted level of service adjusted for inflation, contractual commitments and actual spending. The recommended/adopted budget is the base budget adjusted for any current and/or proposed changes in the level of service.

The City Manager's review includes scheduled budget meetings with each operating unit. At these meetings, discussions centered on specific requirements, the determination of priorities in terms of a definite need and the effectiveness of existing or proposed programs. Revenue estimates initially prepared by the finance department are reviewed and new or expanded revenue sources examined. Those programs, which are expected to be fully or partially self-supporting, are examined to ensure that they in fact held this status and where it appears that they did not, appropriate recommendations are prepared to correct the situation. The decisions that determine the operating program recommended in the proposed budget are made on the basis of these discussions.

The City Manager's preliminary budget is then reviewed by the City Council at special meetings. Major goals and objectives and resource constraints are evaluated pertaining to the various activities. A final determination of levels of service of various programs is incorporated into the final budget document. Formal adoption of the budget is generally done at the second regular or special Council meeting in June.

Budgeting Methods

Various methods have been used to prepare the budget, which is not only balanced, but accurately reflects the expected level of spending.

A review of the estimated current year expenditures and current year revenue was made part of the budget preparation procedures. The advantages of this system include: (1) the provisions of information necessary to develop more realistic and accurate expenditure estimates which make up the proposed appropriation figures in the 2007-2008 budget, and (2) the use of revenues from 2006-2007 in the form of expenditure savings and unanticipated current year revenues to help finance the preliminary 2007-2008 budget, if needed.

A review of fund balances is made during the budgeting process. In light of volatile revenues and constant changes in tax allocation by the State Legislature, a substantial fund balance in the General Fund is advisable. A contingency provision is made for a fund in total rather than for an activity or program since it is unlikely that the unexpected or the emergency will occur in each program. The one contingency appropriation can be used to meet various individual situations. The preliminary/approved budget, therefore, provides for rather tight activity appropriation based on normal expenditure levels. Specific City Council approval is required for authorization to use contingency funds.

Controlling Expenditures

While the approved budget establishes appropriation levels, specific procedures for controlling expenditures are also necessary to ensure that its day-to-day execution is in compliance with the approved program. The City Manager and finance department are responsible for reviewing all requests for expenditures initiated by designated and requisitioning authorities to determine their compliance with the approved budget.

Also inherent in this controlling function is the management recognition that conditions do change during the eighteen-month period of budget preparation and execution. Therefore, each proposed expenditure will be reviewed and approved only if the need still exists. Also, some expenditure requirements will occur which, while falling within the total appropriation, will not exactly match object expenditure estimates. In these instances, where need has been adequately demonstrated, an adjustment will be made within the activity/program budget within funds. Appropriation changes between funds or exceeding the total fund require Council authorization.

In summary, expenditures will not be approved until it has been determined that (1) adequate funds were appropriated, (2) the expenditure is still necessary, and (3) funds are available.

These budget control procedures are important management tools, which we believe allow us to make more effective use of the dollars spent in the total municipal program. As a necessary by-product, these procedures also ensure compliance with statutory finance requirements.

Fund Structure

A given expenditure is made from a specific fund established for designated programs or activities.

The General Fund incorporates most city services and is financed by several revenue sources, the largest of which are property, sales, and utility user's taxes; and motor vehicle in-lieu fees.

There are a number of special revenue funds consisting of the following:

- LMIH Fund accounts for project areas one and two housing monies of the Redevelopment Agency.
- CDBG Fund accounts for the community development block grant monies received from the Department of Housing and Urban Development to provide decent housing, suitable living environment and expanded economic opportunities for persons of lower income.
- Law Enforcement Grant Fund accounts for the federal local law enforcement block grant program.
- Narcotic Seizure Fund accounts for federal, state, and local forfeiture monies seized by police.
- State Gas Tax Fund is financed with monies apportioned under Streets and Highway Code Sections 2106, 2106.5, 2107 and 2107.5 of the State of California.
- Transit Fund that is financed with Proposition A County transit tax, parking permits and transit fares.
- Air Quality Fund accounts for the state motor vehicle environmental fee.

- Municipal Parking District Fund which is financed with a special property tax, parking permits and parking meter, fees.
- Lighting District Fund is financed primarily with special benefit taxes from the lighting district.
- Landscape District Fund is financed primarily with special benefit taxes from the landscape district.
- Sewer District Fund is financed primarily with special benefit taxes from the sewer district.
- Library Grant Fund accounts for state grant monies for the library and literacy programs.
- City Donation Fund accounts for restricted donations.

The Tax Allocation Debt-I and Tax Allocation Debt-II Debt Service Funds accounts for bond, loan and note debt service for project areas one and two of the Redevelopment Agency.

The following are the capital projects funds of the City and Redevelopment Agency:

- Park Development Fund accounts for certain park grants.
- Transit Center Fund which accounts for the construction of the downtown parking structure and is financed with Proposition A and C County transportation tax, MTA funds, and long-term debt proceeds.
- Transportation Fund that is financed with Proposition C County transportation tax.
- Shoppers Lane Parking District which is financed with a special business registration tax for parking improvements within the district.
- Sewer Construction Fund accounts for impact fees and other sources for sanitary sewer and waste water improvements.
- Redevelopment Fund accounts for project areas one and two, both public and private improvement economic and redevelopment monies of the Redevelopment Agency, and for project areas one and two.

The Water Utility, Water Capital and Environmental Enterprise Funds are financed with water sales and refuse fees.

The Central Equipment and Management Information Systems Internal Service Funds are financed from departmental service charges.

The projected revenues and expenditures for these funds are shown in an integrated manner in summaries found in the budget document. City staff believes this all fund summary is helpful in gaining an overall picture of the City's financial operation.

FINANCIAL MANAGEMENT PRINCIPLES

The City Shall Have a Balanced Budget

The City of Covina shall adopt a balanced budget on an annual basis. The comprehensive annual financial report (CAFR) will confirm the adoption of a balanced budget, and note any discrepancies. The financing community uses the CAFR to gauge the City's credit worthiness, among other issues.

The City Shall Pursue Awards in Financial and Budgeting Reporting

The City of Covina shall pursue the certificate of achievement for excellence in financial reporting and certificate in outstanding budget presentation from the Government Finance Officers Association of the United States and Canada, and the certificate of award for outstanding financial reporting from the California Society of Municipal Finance Officers. These prestigious awards recognize conformance with the highest standards for preparation of state and local government financial reports and budgets. To receive the awards, a government unit must publish an easily readable and efficiently organized comprehensive annual financial report and budget, whose contents conform to program standards.

The City Shall Maintain Prudent Reserves

The City of Covina shall establish adequate reserves of funds to meet future capital needs, to offset economic hard times, to stabilize fluctuations in cash flow requirements, and provide for emergency situations. The City should provide a minimum of three months' working capital for emergencies and contingencies.

The City Shall Endeavor to Maintain Competitive Compensation

The City of Covina shall continue positive human resource relations, be competitive in the market place, and attract and retain competent and quality employees. Competitive salary and benefits will be provided to all employees within the City's means. It is the City's expectation that services being provided by staff will continue to be exemplary.

The City Shall Maintain Its Infrastructure

The City of Covina shall provide adequate funding to be allocated in the current year to minimize expenditures in future years. Ongoing, preventive maintenance is an essential component of the City's operations. Infrastructure maintenance includes, but is not limited to, streets, storm drainage, water storage and distribution, sanitary sewer collection and disposal, curb, gutter, sidewalks, lights, and parks.

The City Shall Amortize Capital Costs

The City of Covina, to the extent possible, shall fully amortize as a continuing cost of doing business the cost of replacing or expanding existing facilities and equipment. With respect to equipment, rates shall be established to recover the replacement cost of each item at the end of its useful life. Facilities shall be amortized to cover ongoing maintenance and cyclical repairs, and for the replacement or expansion of major structures.

The City Shall Only Borrow What It Can Afford to Pay

The City of Covina shall not overextend indebtedness, which may cause undue financial burdens in subsequent years. Loans and other external obligations shall be established wisely to level out costs. Refinancing of existing debt shall take place when market conditions lend themselves to economic gains.

The City Shall Fund Ongoing Costs with Ongoing Revenues

The City of Covina shall match costs with revenues. Ongoing costs shall be funded with ongoing revenues. One-time costs shall be funded with one-time revenues. However, one-time revenues shall not fund ongoing costs. Current costs shall be recognized and funded in the current year, not deferred or funded in future years. Operating grants for ongoing costs shall be scrutinized for future fiscal impact.

The City Shall Base Its Budget on Realistic Estimates

The City of Covina shall make budgetary and financial decisions on conservative estimates of revenues, expenditures and other financing sources and uses. The greater the uncertainty and/or volatility of the budgetary and financial estimates, the more conservative the estimates.

The City Shall Competitively Procure Goods and Services

The City of Covina shall seek market prices or proposals for all significant purchases of goods and services, including periodic market testing of internally provided services, consistent with City's procurement policy. Significant savings can be obtained through competitive bidding. The City also encourages the use of joint-powers purchasing agreements with other government jurisdictions to reduce administrative burdens. Preference shall be given to Covina businesses.

The City Shall Know Its True Costs

The City of Covina shall maintain current full business costs of providing each City service. In addition, the City shall make conscious decisions about cost recovery and/or general tax subsidy of those services that benefit only a portion of the tax paying public.

The City Shall Plan Ahead

The City of Covina shall review its financial position based on a five-year financial profile analysis. This would require a formalized five-year capital improvement and operating program. The purpose of a five-year financial plan is to identify priorities, service levels, revenue sources, and trends and future impact on decisions made today.

The City Shall Make and Report Its Financial Decisions Publicly

The City of Covina shall encourage public involvement in budgeting and financial planning. The City Council shall make all nonroutine or nonadministrative financial decisions in public at regular scheduled meetings. The results of such decision making shall be reported in a timely manner through the Comprehensive Annual Financial Report and other public information documents.

The City Shall Oppose Unfunded Mandated Programs

The City of Covina shall have a general policy against unfunded mandates that have a negative impact on City services and operations. Federal and state government regularly enacts legislation that mandates local compliance and/or implementation. Cities are forced to incur additional operating costs with no additional funding.

The City Shall Invest Idle Cash Conservatively

The City of Covina shall invest its idle cash in a conservative manner to safeguard public funds. Investments shall be selected utilizing safety, liquidity and yield as the selection criteria. Short-term, intermediate and long-term requirements shall be identified to balance investment portfolio goals and objectives.

CITY OF COVINA/COVINA REDEVELOPMENT AGENCY
BUDGET POLICY

- **Program - Base Budget**

- ***Appropriations***

- ❖ **Each program will identify activities and the recommended appropriations**
 - ❖ **Identify recurring vs. nonrecurring appropriations**
 - ❖ **Identify general vs. restricted appropriations**
 - ❖ **Continuing appropriations for year-end**
 - *Encumbrances and contractual commitments*
 - *Grant, restricted donation and capital project appropriations are considered life-cycle appropriations*
 - *All other appropriations shall lapse at year-end unless carried forward by City Council action*

- ***Estimated Revenues***

- ❖ **Estimated revenues will be identified by fund, program and activity**
 - ❖ **Fund types include general, special revenue, debt service, capital projects, enterprise and internal service**
 - ❖ **Identify recurring vs. nonrecurring revenues**
 - ❖ **Identify general revenues vs. restricted revenues**

- ***Fund Balances/Working Capital***

- ❖ **Program-base budget will calculate available fund balances and/or working capital available in the various funds**
 - ❖ **Program-base budget will establish adequate reserves**
 - *Capital needs*
 - *Offset economic hard times*
 - *Stabilize fluctuations in cash flow requirements*
 - *Emergency situations*
 - ❖ **General Fund**
 - *Minimum of 20% of operating expenses-reserve exclusive of risk management requirements*
 - *Excess reserves will be designated for nonrecurring activities or capital improvements*
 - *Maintain general liability and worker's compensation reserves based on actuarial recommendations.*
 - ❖ **Restricted Funds**
 - *Reserves can be used for only designated purposes*
 - *Excess reserves can be designated for recurring and nonrecurring activities or capital improvements depending on the nature of the fund*

CITY OF COVINA/COVINA REDEVELOPMENT AGENCY
BUDGET POLICY

- **Program - Base Budget Will Link Resources with Results**
 - *Identifying community needs for essential services*
 - *Describing the programs required to provide the essential services*
 - *Identifying the purpose of activities performed in delivering services*
 - *Establishing goals and objectives which define the nature and level of services required*
 - *Identifying resources required to perform program activities and accomplish goals and objectives*
 - *Setting standards to measure and evaluate*
 - ❖ **Output and outcomes of program activities**
 - ❖ **Accomplishment of program activities**
 - ❖ **Staffing levels**
 - ❖ **Program activity revenue and appropriations**
 - *Make budgetary and financial decisions on conservative estimates of revenues, expenditures and other financing sources and uses*
 - *The greater the uncertainty and/or volatility of the budgetary and financial estimates, the more conservative the estimates*
- **Program Base Budget-Change in Service**
 - *The base budget is the required appropriation level needed to maintain the previous year budget service level*
 - *Change in service is the proposed increase or decrease in service level in the program-based budget activity*
 - *Increase in services shall be offset with new revenue or a corresponding decrease in other program services*
 - *Grants shall not have a negative impact on General Fund services*
 - *Future operating grants will not be funded by the General Fund unless there is a new revenue source or decrease in other program services*

CITY OF COVINA/COVINA REDEVELOPMENT AGENCY
BUDGET POLICY

- **Program - Base Budget Shall Be Balanced On a Long-Term Basis**
 - *Ongoing and recurring costs shall be funded with ongoing and recurring revenues*
 - *One-time and nonrecurring costs shall be funded with excess ongoing revenues, available one-time revenues or excess reserves*
 - *One-time or nonrecurring revenues shall not fund ongoing costs*
 - *Current costs shall be recognized and funded in the current year, not deferred or funded in future years whenever possible*
 - *Maintain current full costs providing City services*
 - *The General Fund shall try to maintain a minimum \$100,000 operating contingency for unanticipated events*
 - *Make conscious decisions about cost recovery and/or general tax subsidy of those services that benefit only a portion of the tax paying public*
 - *Review financial position based on a five-year financial profile analysis*
 - ❖ **Formalize five-year capital improvement**
 - ❖ **Formalize five-year personnel need program**
 - ❖ **Formalize five-year operating program**
 - *The purpose of the five-year financial plan*
 - ❖ **Identify priorities**
 - ❖ **Service levels**
 - ❖ **Revenue sources**
 - ❖ **Trends**
 - ❖ **Future impact on decisions made today**
- **Infrastructure Maintenance**
 - *Identify preventive maintenance of infrastructure to minimize future expenditures*
 - *Make conscious effort to amortize capital costs*
 - ❖ **Replacing or expanding existing facilities and equipment**
 - ❖ **With respect to equipment, rates shall be established to recover the replacement cost of each item at the end of its useful life**
 - ❖ **Facilities shall be amortized to cover ongoing maintenance and cyclical repairs, and for the replacement or expansion of major structures**

CITY OF COVINA/COVINA REDEVELOPMENT AGENCY
BUDGET POLICY

- **Exceptions**
 - *City Council/Agency Board authorization required*
 - ❖ **Emergencies**
 - ❖ **Legal requirements**
 - ❖ **Loans**
 - ❖ **Accounting changes and prior period adjustments**
- **Implementation**
 - *The City Manager/Executive Director shall be responsible for the preparation and submission of the program -based budget*
 - *The City Manager/Executive Director shall be authorized to make the appropriate changes to adhere to the budget policy*
 - *Staff shall report to the City Council 30 days after the end of each fiscal quarter with an update on actual revenues and expenditures as shown in the adopted budget.*

GLOSSARY OF BUDGET AND FINANCE TERMS

The following explanations of terms are presented to aid in understanding the narrative discussions and illustrations included in this text and the terminology generally used in governmental accounting, auditing, financial reporting and budgeting

ABATEMENT. A complete or partial cancellation of a levy imposed by a government. Abatements usually apply to tax levies, special assessments and service charges.

ACCOUNTABILITY. The state of being obliged to explain one's actions, to justify what one does. Accountability requires governments to answer to the citizenry--to justify the raising of public resources and the purposes for which they are used.

ACCOUNTING SYSTEM. The methods and records established to identify, assemble, analyze, classify, record and report a government's transactions and to maintain accountability for the related assets and liabilities.

ACTIVITY. A specific and distinguishable service performed by one or more organizational components of a government to accomplish a function for which the government is responsible (e.g., police is an activity within the public safety function).

ACTIVITY CLASSIFICATION. Expenditure classification according to the specific type of work performed by organizational units (e.g., sewage treatment and disposal, waste collection, waste disposal and street cleaning are activities performed in carrying out the function of sanitation).

AD VALOREM TAX. A tax based on value (e.g., a property tax).

ANNUAL BUDGET. A budget applicable to a single fiscal year.

ANNUAL FINANCIAL REPORT. A financial report applicable to a single fiscal year.

APPROPRIATED BUDGET. The expenditure authority created by the appropriation bills or ordinances, which are signed into law, and the related estimated revenues. The appropriated budget would include all reserves, transfers, allocations, supplemental appropriations and other legally authorized legislative and executive changes.

APPROPRIATION. A legal authorization granted by a legislative body to make expenditures and to incur obligations for specific purposes. An appropriation usually is limited in amount and time it may be expended.

APPROPRIATION ACCOUNT. A budgetary account set up to record spending authorizations for specific purposes. The account is credited with the original appropriation and any supplemental appropriations and is charged with expenditures and encumbrances.

APPROPRIATION BILL, ORDINANCE, RESOLUTION or ORDER. A bill, ordinance, resolution or order through which appropriations are given legal effect.

APPROPRIATION LEDGER. A subsidiary ledger containing an account for each appropriation. Each account usually includes the amount originally appropriated, transfers to or from the appropriation, amounts charged against the appropriation, the available balance and other related information.

ASSESSED VALUATION. A valuation set upon real estate or other property by a government as a basis for levying taxes.

ASSET. A probable future economic benefit obtained or controlled by a particular entity as a result of past transactions or events.

AUDIT. A systematic collection of the sufficient, competent evidential matter needed to attest to the fairness of management's assertions in the financial statements or to evaluate whether management has effectively carried out its responsibilities. The auditor obtains this evidential matter through inspection, observation, inquiries and confirmations with third parties.

AUDITOR'S REPORT. In the context of a financial audit, a statement by the auditor describing the scope of the audit and the auditing standards applied in the examination, and setting forth the auditor's opinion on the fairness of presentation of the financial information in conformity with GAAP or some other comprehensive basis of accounting.

BALANCE SHEET. The financial statement disclosing the assets, liabilities and equity of an entity at a specified date in conformity with GAAP.

BASIS OF ACCOUNTING. A term used to refer to when revenues, expenditures, expenses, and transfers-- and the related assets and liabilities-- are recognized in the accounts and reported in the financial statements. Specifically, it relates to the timing of the measurements made, regardless of the nature of the measurement, on either the cash or the accrual method.

BOND. Most often, a written promise to pay a specified sum of money (called the face value or principal amount), at a specified date or dates in the future, called the maturity date(s), together with periodic interest at a specified rate. Sometimes, however, all or a substantial portion of the interest is included in the face value of the security. The difference between a note and a bond is that the latter is issued for a longer period and requires greater legal formality.

BUDGET. A plan of financial operation embodying an estimate of proposed expenditures for a given period and the proposed means of financing them. Used

without any modifier, the term usually indicates a financial plan for a single fiscal year. The term "budget" is used in two senses in practice. Sometimes it designates the financial plan presented to the appropriating governing body for adoption, and sometimes, the plan finally approved by that body.

BUDGETARY ACCOUNTS. Accounts used to enter the formally adopted annual operating budget into the general ledger as part of the management control technique of formal budgetary integration.

BUDGETARY COMPARISONS. Statements or schedules presenting comparisons between approved budgetary amounts (as amended) and actual results of operation on the budgetary basis.

BUDGETARY CONTROL. The control or management of a government or enterprise in accordance with an approved budget to keep expenditures within the limitations of available appropriations and available revenues.

BUDGET DOCUMENT. The instrument used by the budget-making authority to present a comprehensive financial program to the appropriating governing body. The budget document usually consists of three parts. The first part contains a message from the budget-making authority, together with a summary of the proposed expenditures and the means of financing them. The second consists of schedules supporting the summary. These schedules show in detail the past years' actual revenues, expenditures and other data used in making the estimates. The third part is composed of drafts of the appropriation, revenue and borrowing measures necessary to put the budget into effect.

BUDGET-GAAP BASIS DIFFERENCES. Differences arising from the use of a basis of accounting for budgetary purposes that differs from the basis of accounting applicable to the fund type when reporting on operations in conformity with GAAP. For example, a cash-

basis budget would produce a budget-GAAP basis difference.

BUDGET-GAAP PERSPECTIVE DIFFERENCES. Differences that result when the structure of financial information for budgetary purposes is not compatible with the fund structure prescribed by GAAP (i.e., some governments budget on the basis of organizational or program structures that differ from the funds used for financial reporting purposes).

BUDGET-GAAP TIMING DIFFERENCES. Variations such as continuing appropriations, project appropriations, automatic re-appropriations and biennial budgeting that separate budgetary accounting from GAAP.

BUDGET MESSAGE. A general discussion of the proposed budget as presented in writing by the budget-making authority to the legislative body. The budget message should contain an explanation of the principal budget items, an outline of government's experience during the past period and its financial status at the time of the message and recommendations regarding the financial policy for the coming period.

CAPITAL BUDGET. A plan of proposed capital outlays and the means of financing them.

CAPITAL EXPENDITURES. Expenditures resulting in the acquisition of or addition to the government's general fixed assets.

CAPITAL GRANTS. Grants restricted by the grantor for the acquisition and/or construction of fixed assets.

CAPITAL IMPROVEMENT SPECIAL ASSESSMENTS. Special assessments projects that are capital in nature and enhance the utility, accessibility or aesthetic value of the affected properties. Usually, the projects also provide improvements or additions to a government's general fixed assets or infrastructure. Typical special assessment capital improvements are streets, sidewalks, parking facilities and curbs

and gutters. Sometimes the improvements provide capital assets that become an integral part of a government's enterprise activities (e.g., water or sewer main construction).

CAPITAL LEASE. An agreement that conveys the right to use property, plant or equipment, usually for a stated period of time, that meets one or more of the criteria set forth in SFAS No. 13 for lease capitalization.

CAPITAL PROGRAM. A plan for capital expenditures to be incurred each year over a fixed period of years to meet capital needs arising from the long-term work program or other capital needs. It sets forth each project or other contemplated expenditure in which the government is to have a part and specifies the resources estimated to be available to finance the projected expenditures.

CODING. A system of numbering or otherwise designating accounts, entries, invoices, vouchers, etc., in such a manner that the symbol used reveals quickly certain required information.

COMPENSATED ABSENCES. Absences, such as vacation, illness and holidays, for which it is expected employees will be paid. The term does not encompass severance or termination pay, postretirement benefits, deferred compensation or other long-term fringe benefits, such as group insurance and long-term disability pay.

CONTINUING APPROPRIATION. An appropriation that once established, is automatically renewed without further legislative action, period after period, until altered or revoked. The term should not be confused with *intermediate appropriations*.

CONTROL ACCOUNT. An account in the general ledger in which is recorded the aggregate of debit and credit postings to a number of related accounts called subsidiary accounts (e.g., taxes receivable is a control account supported by the aggregate of individual

balances in individual property taxpayers' subsidiary accounts).

CURRENT. As applied to budgeting and accounting, designates the operations of the present fiscal period as opposed to past or future periods. It usually connotes items likely to be used or converted into cash within one year.

DEBT. An obligation resulting from the borrowing of money or from the purchase of goods and services. Debts of governments include bonds, time warrants and notes.

DEBT PROCEEDS. The difference between the face amount of debt and the issuance discount or the sum of the face amount and the issuance premium. Debt proceeds differ from cash receipts to the extent issuance costs, such as underwriters' fees, are withheld by the underwriter.

DEFEASANCE. The legal release of a debtor from being the primary obligor under the debt, either by the counts or by the creditor. Also referred to as a legal defeasance.

DEFERRED COMPENSATION PLANS. Plans that offer employees the opportunity to defer receipt of a portion of their salary and the related liability for federal income taxes. Several sections of the Internal Revenue Code authorize certain state and local governments to provide deferred compensation plan for their employees.

DEFERRED MAINTENANCE. The act of not performing (deferring) maintenance at the time it should have been, or was scheduled to be, performed. Maintenance in this context means more than routine preventive maintenance and repairs. It also includes replacement of parts, periodic road resurfacing and other activities needed to maintain the fixed asset at its originally contemplated serviceability for its originally estimated life.

DEFERRED REVENUE. Amounts for which asset recognition criteria have been met, but for

which revenue recognition criteria have not been met. Under the modified accrual basis of accounting, amounts that are measurable but not available are one example of deferred revenue.

DEFICIT. (1) The excess of the liabilities of a fund over its assets. (2) The excess of expenditures over revenues during an accounting period or, in the case of proprietary funds, the excess of expenses over revenues during an accounting period.

DEPRECIATION. (1) Expiration in the service life of fixed assets, other than wasting assets, attributable to wear and tear, deterioration, action of the physical elements, inadequacy and obsolescence. (2) The portion of the cost of a fixed asset, other than a wasting asset, charged as an expense during a particular period. In accounting for depreciation, the cost of a fixed asset, less any salvage value, is prorated over the estimated service life of such an asset, and each period is charged with a portion of such cost. Through this process, the entire cost of the asset is ultimately charged off as an expense.

ENCUMBRANCES. Commitments related to unperformed (executory) contracts for goods or services. Used in budgeting, encumbrances are not GAAP expenditures or liabilities, but represents the estimated amount of expenditures ultimately to result if unperformed contracts in process are completed.

ENTERPRISE FUND. (1) A fund established to account for operations financed and operated in a manner similar to private business enterprise (e.g. water, gas, and electric utilities; airports; parking garage; or transit systems). In this case the governing body intends that cost (i.e., expenses, including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges. (2) A fund established because the governing body has decided that periodic determination of revenues earned, expenses incurred and/or net income is appropriate for capital maintenance, public

policy, management control, accountability or other purposes.

ENTITLEMENT. The amount of payment to which a state or local government is entitled pursuant to an allocation formula contained in applicable statutes.

EXPENDITURES. Decreases in net financial resources. Expenditures include correct operating expenses requiring the present or future use of net current assets, debt service and capital outlays, and intergovernmental grants, entitlements and shared revenues.

EXPENSES. Outflows or other using up of assets or incurrences of liabilities (or a combination of both) from delivering or producing goods, rendering services or carrying out other activities that constitute the entity's ongoing major or central operations.

FINANCIAL RESOURCES. Cash and other assets that, in the normal course of operations, will become cash.

FISCAL YEAR. A 12-month period to which the annual operating budget applies and at the end of which a government determines its financial position and the results of its operations.

FIXED BUDGET. A budget setting forth dollar amounts that are not subject to change based on the volume of goods or services to be provided.

FLEXIBLE BUDGET. A budget whose dollar amounts vary according to the volume of goods or services to be provided.

FLOW OF CURRENT FINANCIAL RESOURCES. A measurement focus that recognizes the net effect of transactions on current financial resources by recording accruals for those revenues and expenditure transactions which have occurred by year end that are normally expected to result in cash receipt or disbursement early enough in the following year

either (a) to provide financial resources to liquidate liabilities recorded in the fund at year end or (b) to require the use of available expendable financial resources reported at year end.

FLOW OF ECONOMIC RESOURCES. The measurement focus used in the commercial model and in proprietary and similar trust funds to measure economic resources, the claims to those economic resources and the effects of transactions, events and circumstances that change economic resources and claims to those resources. This focus includes depreciation of fixed assets, deferral of unearned revenues and prepaid expenses, and amortization of the resulting liabilities and assets. Under this measurement focus, all assets and liabilities are reported on the balance sheet, whether current or non-current. Also, the accrual basis of accounting is used, with the result that operating statements report expense rather than expenditures.

FLOW OF FINANCIAL RESOURCES MEASUREMENTS. A new measurement focus proposed for governmental funds in the GASB's exposure draft *Measurement Focus and Basis of Accounting-Governmental Funds* (December 1987). It is a measure of the extent to which financial resources obtained during a period are sufficient to cover claims incurred during that period against financial resources, and the net financial resources available for future periods. This is accomplished by measuring the increases and decreases in net financial resources and the balances of and claims against financial resources using an accrual basis of accounting. This definition uses the term "financial resources" in a way that differs from its current use. In this instance, the term means cash, claims to cash (e.g., accounts and taxes receivable), and claims to goods or services (e.g., prepaid items) obtained or controlled as a result of past transactions or events.

FORMAL BUDGETARY INTEGRATION. The management control technique through

which the annual operating budget is recorded in the general ledger through the use of budgetary accounts. It is intended to facilitate control over revenues and expenditures during the year.

FRANCHISE. A special privilege granted by a government permitting the continued use of public property, such as city streets, and usually involving the elements of monopoly and regulation.

FUNCTION. A group of related activities aimed at accomplishing a major service or regulatory program for which a government is responsible (e.g., public safety).

FUNCTIONAL CLASSIFICATION. Expenditure classification according to the principal purposes for which expenditures are made (e.g. public safety).

FUND. A fiscal and accounting entity with a self-balancing set of accounts in which cash and other financial resources, all related liabilities and residual equities, or balances, and changes therein, are recorded and segregated to carry on specific activities or attain certain objectives in accordance with special regulations, restrictions or limitations.

FUND BALANCE. The difference between fund assets and fund liabilities of governmental and similar trust funds.

FUND BALANCE-RESERVED FOR ADVANCE TO OTHER FUNDS. An account used to segregate a portion of fund balance to indicate that noncurrent portions of long-term interfund receivable do not represent expendable available financial resources.

FUND BALANCE-RESERVED FOR DEBT SERVICE. An account used to segregate a portion of fund balance for resources legally restricted to the payment of general long-term debt principal and interest maturing in future years.

FUND BALANCE-RESERVED FOR ENCUMBRANCES. An account used to segregate a portion of fund balance for expenditures upon vendor performance.

FUND BALANCE-RESERVED FOR ENDOWMENTS. An account used to indicate that trust fund balance amounts representing endowment principal are legally restricted.

FUND BALANCE-RESERVED FOR FIXED ASSETS HELD FOR RESALE. An account used to segregate a portion of fund balance to indicate that fixed assets held for resale do not represent expendable available financial resources.

FUND BALANCE-RESERVED FOR INVENTORIES. An account used to segregate a portion of fund balance to indicate that, under the purchases method, inventories of supplies do not represent expendable available financial resources even though they are a component of not current assets.

FUND BALANCE-RESERVED FOR NONCURRENT LOANS RECEIVABLE. An account used to segregate a portion of fund balance to indicate that noncurrent portions of long-term loans receivable do not represent expendable available financial resources.

FUND BALANCE-RESERVED FOR PREPAID ITEMS. An account used to segregate a portion of fund balance to indicate that prepaid items do not represent expendable available financial resources even though they are a component of net current assets.

FUND TYPE. Any one of seven categories into which all funds are classified in governmental accounting. The seven fund types are: general, special revenue, debt service, capital projects, enterprise, internal service, and trust and agency.

GENERALLY ACCEPTED ACCOUNTING PRINCIPLES (GAAP). Uniform minimum standards and guidelines for financial accounting and reporting. They govern the form

and content of the financial statements of an entity. GAAP encompass the conventions, rules and procedures necessary to define accepted accounting practice at a particular time. They include not only broad guidelines of general application, but also detailed practices and procedures. GAAP provide a standard by which to measure financial presentations. The primary authoritative body on the application of GAAP is state and local governments is the GASB.

GOVERNMENTAL FUND TYPES. Funds used to account for the acquisition, use and balances of expendable financial resources and the related current liabilities—except those accounted for in proprietary funds and fiduciary funds. In essence, these funds are accounting segregation of financial resources. Expendable assets are assigned to a particular governmental fund type according to the purposes for which they may or must be used. Current liabilities are assigned to the fund type from which they are to be paid. The difference between the assets and liabilities of governmental fund types is referred to as fund balance. The measurement focus in these fund types is on the determination of financial position and changes in financial position (sources, uses and balances of financial resources), rather than on net income determination. The statement of revenues, expenditures and changes in fund balance is the primary governmental fund type operating statement. It may be supported or supplemented by more detailed schedules of revenues, expenditures, transfers and other changes in fund balance. Under current GAAP, there are four governmental fund types: general, special revenue, debt service and capital projects.

GOVERNMENTAL-TYPE ACTIVITIES. Those activities of a government that are carried out primarily to provide services to citizens and that are financed primarily through taxes and intergovernmental grants.

GRANTS. Contributions or gifts of cash or other assets from another government to be used or expended for a specified purpose, activity or facility.

INFRASTRUCTURE ASSETS. Public domain fixed assets such as roads, bridges, curbs and gutters, streets and sidewalks, drainage systems, lighting systems and similar assets that are immovable and of value only to the government unit.

INTERFUND TRANSACTIONS.

Transactions between funds of the same government reporting entity. They include (1) quasi-external transactions, (2) reimbursements, (3) residual equity transfers, (4) operating transfers and (5) interfund loans.

INTERFUND TRANSFERS. All interfund transactions except loans, quasi-external transactions and reimbursements. Transfers can be classified as belonging to one of two major categories: residual equity transfers or operating transfers.

INTERGOVERNMENTAL REVENUE.

Revenues from other governments in the form of grants, entitlements, shared revenues or payments in lieu of taxes.

INTERNAL SERVICE FUND. A fund used to account for the financing of goods or services provided by one department or agency to other department or agencies of a government or to other governments, on a cost-reimbursement basis.

LEVEL OF BUDGETARY CONTROL. One of the three possible levels of budgetary control and authority to which organizations, programs, activities and functions may be subject. These levels of budgetary control are (a) appropriated budget, (b) legally authorized nonappropriated budget review and approval process, which is outside the appropriated budget process or (c) nonbudgeted financial activities, which are not subject to the appropriated budget and the appropriation process or to any legally authorized nonappropriated budget review and approval process, but still are relevant for sound financial management an oversight.

LEVY. (1) (Verb) To impose taxes, special assessments or service charges for the support of government activities. (2) (Noun) The total amount of taxes, special assessments or service charges imposed by a government.

MEASUREMENT FOCUS. The accounting convention that determines (1) which assets and which liabilities are included on a government's balance sheet and where they are reported there, and (2) whether an operating statement presents information on the flow of financial resources (revenues and expenditures) or information on the flow of economic resources (revenues and expenses).

NET INCOME. Proprietary fund excess of operating revenues, nonoperating revenues and operating transfers in over operating expenses, nonoperating expense and operating transfers out.

NONAPPROPRIATED BUDGET. A financial plan for an organization program, activity or function approval in a manner authorized by constitution, charter, statute or ordinance but not subject to appropriation and therefore, outside the boundaries of the definition of appropriated budget.

NONEXPENDABLE TRUST FUND. A trust fund, the principal of which may not be expended. Nonexpendable trust funds are accounted for in essentially the same manner as proprietary funds.

NONOPERATING EXPENSES. Proprietary fund expenses not directly related to the fund's primary activities (e.g., interest).

NONOPERATING REVENUES. Proprietary fund revenues incidental to, or byproducts of, the fund's primary activities.

OBJECT. As used in expenditure classification, applies to the article purchased or the service obtained, rather than to the purpose for which the article or service was purchased or obtained (e.g. personal services, contractual services, material and supplies).

OBJECT CLASS. Expenditure classification according to the types of items purchased or services obtained (e.g. personal services, materials, supplies and equipment).

OPERATING BUDGET. Plans of current expenditures and the proposed means of financing them. The annual operating budget (or, in the case of some state governments, the biennial operating budget) is the primary means by which most of the financing, acquisition, spending and service delivery activities of a government are controlled. The use of annual operating budgets is usually required by law. Even when not required by law, however, annual operating budgets are essential to sound financial management and should be adopted by every government.

OPERATING EXPENSES. Proprietary fund expenses related directly to the fund's primary activities.

OPERATION GRANTS. Grants that are restricted by the grantor to operating purposes or that may be used for either capital or operating purposes at the discretion of the grantee.

OPERATING INCOME. The excess of proprietary fund operating revenues over operation expenses.

OPERATING REVENUES. Proprietary fund revenues directly related to the fund's primary activities. They consist primarily of user charges for goods and services.

OPERATING TRANSFERS. All interfund transfers other than residual equity transfers (e.g. legally authorized transfers from a fund receiving revenue to the fund through which the resources are to be expended).

ORDINANCE. A formal legislative enactment by the governing body of a municipality. If it is not in conflict with any higher form of law, such as a state statute or constitutional provision, it has the full force and effect of law within the

boundaries of the municipality to which it applies. The difference between an ordinance and a resolution is that the latter requires less legal formality and has a lower legal status. Ordinarily, the statutes or charter will specify or imply those legislative actions that must be by ordinance and those that may be by resolution. Revenue-raising measures, such as the imposition of taxes, special assessments and service charges, universally require ordinances.

ORGANIZATIONAL UNIT. A responsibility center within a government.

ORGANIZATIONAL-UNIT CLASSIFICATION.

Expenditure classification according to responsibility centers within a government's organizational structure. Classification of expenditures by organizational unit is essential to fulfilling stewardship responsibility for individual government resources.

OTHER FINANCING SOURCES. Governmental fund general long-term debt proceeds, amounts equal to the present value of minimum lease payments arising from capital leases, proceeds from the sale of general fixed assets, and operating transfers in. Such amounts are classified separately from revenues on the governmental operating statement.

OTHER FINANCING USES. Governmental fund operating transfers out and the amount of refunding bond proceeds deposited with the escrow agent. Such amounts are classified separately from expenditures on the governmental operating statement.

PAY-AS-YOU-GO BASIS. In the context of pension accounting and risk management, the failure to finance retirement obligations or anticipated losses on a current basis, using an acceptable actuarial funding method.

PERFORMANCE BUDGET. A budget that bases expenditures primarily upon measurable performance of activities and work programs. A performance budget may also incorporate other

bases of expenditure classification, such as charter and object class, but these are secondary to activity performance.

PLEDGED REVENUES. Funds generated from revenues and obligated to debt service or to meet other obligations specified by the bond contract.

PREPAID ITEMS. Payment in advance of the receipt of goods and services in an exchange transaction. Prepaid items (e.g. prepaid rent and unexpired insurance premiums) differ from deferred charges (e.g. unamortized issuance costs) in that they are spread over a shorter period of time than deferred charges and are regularly recurring costs of operations.

RETAINED EARNINGS. An equity account reflecting the accumulated earning of an enterprise or internal service fund.

RETAINED EARNINGS—RESERVED FOR REVENUE BOND CURRENT DEBT SERVICE. An account used to segregate a portion of retained earnings, in accordance with the terms of a revenue bond indenture, for amounts that should be accumulated in such a restricted asset account less current liabilities for revenue bond principal and interest.

RETAINED EARNINGS—RESERVED FOR REVENUE BOND OPERATIONS AND MAINTENANCE. An account used to segregate a portion of retained earnings in accordance with the terms of a revenue bond indenture, for amounts that should be accumulated in such a restricted asset account..

RETAINED EARNINGS—RESERVED FOR REVENUE BOND RENEWAL AND REPLACEMENT. An account used to segregate a portion of retained earnings in accordance with the terms of a revenue bond indenture, for amounts that should be accumulated in such a restricted asset account.

REVENUES. (1) Increases in the net current assets of a governmental fund type from other

than expenditure refunds and residual equity transfers. Also, general long-term debt proceeds and operating transfers in are classified as “other financing sources” rather than as revenues. (2) Increases in the net total assets of a proprietary fund type from other than expense refunds, capital contributions and residual equity transfers. Also, operating transfers in are classified separately from revenues.

REVOLVING FUND. (1) An internal service fund. (2) An imprest account accounted for as an asset of a fund.

RISK MANAGEMENT. All the ways and means used to avoid accidental loss or to reduce its consequences if it does occur.

SELF-INSURANCE. A term often used to describe the retention by an entity of a risk of loss arising out of the ownership of property or from some other cause, instead of transferring that risk to an independent third party through the purchase of an insurance policy. It is sometimes accompanied by the setting aside of assets to fund any related losses. Because no insurance is involved, the term self-insurance is a misnomer.

SERVICE ASSESSMENTS. Special assessment projects for operating activities that do not result in the purchases or construction of fixed assets. Often such service assessments are for services that are normally provided to the public as general government functions and that would otherwise be financed by the general fund or a special revenue fund. Those services include street lighting, street cleaning and snow plowing. Financing for these routine services typically comes from general revenues. However, when routine services are extended to property owners outside the normal service area of the government or are provided at a higher level or at more frequent intervals than that provided the general public, special assessments are sometimes levied. Only the affected property owners are charged for the additional services.

SHARED REVENUES. Revenues levied by one government but shared on a predetermined basis, often in proportion to the amount collected at the local level, with another government or class of governments.

SINGLE AUDIT. An audit performed in accordance with the Single Audit Act of 1984 and Office of Management and Budget (OMB) Circular A-128, *Audits of State and Local Governments*. The Single Audit Act allows or requires governments (depending on the amount of federal assistance received) to have one audit performed to meet the needs of all federal grantor agencies.

SPECIAL ASSESSMENT. A compulsory levy made against certain properties to defray all or part of the cost of a specific capital improvement or service deemed to benefit primarily those properties.

SPECIAL ASSESSMENT ROLL. The official list showing the amount of special assessments levied against each property presumed to be benefited by an improvement or service.

SPECIAL DISTRICT. An independent unit of local government organized to perform a single government function or a restricted number of related functions. Special districts usually have the power to incur debt and levy taxes; however, certain types of special districts are entirely dependent upon enterprise earnings and cannot impose taxes. Examples of special districts are water districts, drainage districts, flood control districts, hospital districts, fire protection districts, transit authorities, port authorities and electric power authorities.

SPECIAL REVENUE FUND. A fund used to account for the proceeds of specific revenue sources (other than expendable trust or major capital projects) that are legally restricted to expenditure for specified purposes. GAAP only require the use of special revenue funds when legally mandated.

TAXES. Compulsory charges levied by a government to finance services performed for the common benefit. This term does not include specific charges made against particular persons or property for current or permanent benefits, such as special assessments. Neither does the term include charges for services rendered only to those paying such charges (e.g. sewer service charges).

TRUST AND AGENCY FUND. One of the seven fund types in governmental account.

TRUST FUNDS. Funds used to account for assets held by a government in a trustee capacity for individuals, private organizations, other governments and/or other funds.

RESOLUTION NO. 13-7167

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY
OF COVINA, CALIFORNIA, ADOPTING THE BUDGET
FOR FISCAL YEAR 2013-2014**

WHEREAS, the City Manager acted to present a Preliminary Fiscal Year 2013-2014 Budget to the City Council by June 1, 2013; and

WHEREAS, the Approved Budget includes the change of municipal services to be adopted the forthcoming fiscal year; and

WHEREAS, the City Manager is responsible to implement the annual budget as authorized by Covina Municipal Code Section 2.08.160; and

WHEREAS, the City Council may, from time to time, modify the Budget to conform to the City Council policy directives per the adopted Budget Policy; and

WHEREAS, the cost center appropriations are reported in Exhibit A of this resolution; and

WHEREAS, the number of appropriated full-time positions shall not change without City Manager approval; and

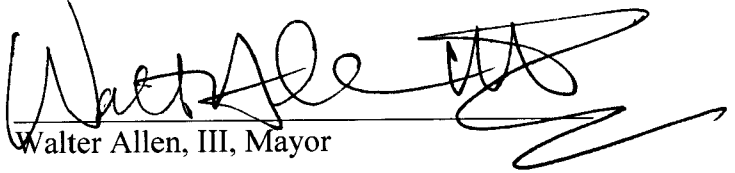
WHEREAS, the City faces budget constraints, and therefore, the City Manager is authorized to reduce the workforce by not filling certain vacant positions and/or initiating layoffs; and

WHEREAS, there are funds within this budget document that are for specific purposes and appropriations of those funds will comply with accounting principles and governing rules of the funding sources.

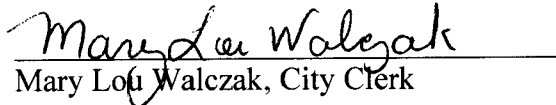
NOW, THEREFORE, BE IT RESOLVED, the City Council of the City of Covina does hereby resolve that certain budget centers (listed in Exhibit A) in the City of Covina Fiscal Year 2013-2014 Budget are adopted and the City Manager is authorized to implement the same.

Section 1. The City Clerk shall certify to the passage and adoption of this resolution and the same shall thereupon take effect and is in force.

PASSED, APPROVED AND ADOPTED this 18th day of June, 2013.


Walter Allen, III, Mayor

ATTEST:


Mary Lou Walczak, City Clerk

APPROVED AS TO FORM:


Marco Martinez, City Attorney

CERTIFICATION

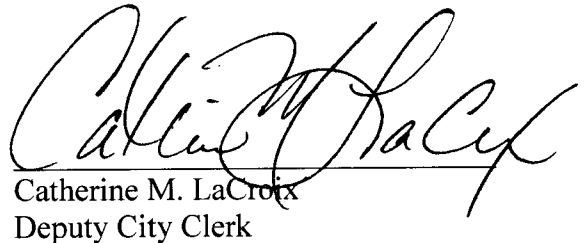
I, Catherine M. LaCroix, Sr. Deputy City Clerk of the City of Covina, hereby certify that Resolution No. 13-7167 was adopted by the Covina City Council at a regular meeting of the City Council held this 18th day of June 2013, and was approved and passed by the following vote:

AYES: ALLEN, DELACH, KING, MARQUEZ, STAPLETON

NOES: NONE

ABSTAIN: NONE

ABSENT: NONE


Catherine M. LaCroix
Deputy City Clerk

CITY OF COVINA, CALIFORNIA
Fiscal Year 2013-2014 Budget Appropriation

Fund/Program/Activity	Total Appropriation
GENERAL FUND	
General Government	
City Council	15,870
City Clerk	-
City Treasurer	-
City Manager	17,030
City Attorney	-
Finance	5,800
Records Management	9,050
Human Resources	11,440
General Insurance	-
Duplicating Services	-
Civic Center	500
Total General Government	<u>59,690</u>
 Public Safety	
Police Administration	1,906,990
Crime Prevention	353,900
Police Investigation	2,169,270
Police Patrol	7,098,010
Police Records	660,640
Police Jail	469,200
Traffic Safety	432,260
Parking Control	358,600
Communication Services	1,462,490
Police Training	417,790
Police Computer Services	159,560
Fire Suppression	8,118,610
Disaster Preparedness	18,220
Animal Control	128,120
Total Public Safety	<u>23,753,660</u>

CITY OF COVINA, CALIFORNIA
Fiscal Year 2013-2014 Budget Appropriation

Fund/Program/Activity	Total Appropriation
Public Works	
Public Works Administration	49,210
Graffiti Removal	80,360
Engineering	235,060
Streets	194,920
Street Lighting	203,630
Traffic Control	137,610
Yard Center	79,920
Building Inspection	677,510
Neighborhood Preservation	394,700
Total Public Works	<u>2,052,920</u>
 Culture and Recreation	
Park-Recreation Administration	608,060
Community Relations	164,060
Recreation Services	721,420
Park Facilities	826,290
Senior Services	321,250
Community Parade	137,270
Aquatics	384,660
Library Services	1,231,660
Total Culture and Recreation	<u>4,394,670</u>
 Community Development	
Planning	576,240
Total Community Development	<u>576,240</u>
 Miscellaneous	
Intergovernmental	24,460
Community Outreach	42,810
Contingency	10,000
Total Miscellaneous	<u>77,270</u>

CITY OF COVINA, CALIFORNIA
Fiscal Year 2013-2014 Budget Appropriation

Fund/Program/Activity	Total Appropriation
Other Financing Uses	
Financial Sources Provided	75,000
Total Other Financing Uses	75,000
Total General Fund	30,989,450
 CDBG	
Redevelopment and Housing	
Business Assistance	200,000
Public Service	49,830
Residential Rehabilitation	82,380
Total CDBG	332,210
 SUPPLEMENTAL HOUSING PROGRAM GRANT	
Redevelopment and Housing	
Redevelopment and Housing Administration	96,090
Total Supplemental Housing Program Grant	96,090
 PUBLIC EDUCATION IN GOVERNMENT	
General Government	
Public Information	28,800
Total Public Education In Government	28,800
 COMMUNITY IMPROVEMENT FUND	
Public Works	
Neighborhood Preservation	181,730
Total Community Improvement Fund	181,730
 COMMUNITY FACILITIES DISTRICT	
Culture and Recreation	
Park Facilities	9,010
Public Service	35,000
Total Community Facilities District	44,010
 LIBRARY EQUIPMENT RESERVE	
Culture and Recreation	
Library Services	370
Total Library Equipment Reserve	370

CITY OF COVINA, CALIFORNIA
Fiscal Year 2013-2014 Budget Appropriation

Fund/Program/Activity	Total Appropriation
DOWNTOWN DISTRICT	
Miscellaneous	
Downtown District	8,750
Total Downtown District	<u>8,750</u>
 PROSPERO PARK	
Miscellaneous	
Prospero Park	9,000
Total Downtown District	<u>9,000</u>
 LAW ENFORCEMENT GRANT	
Public Safety	
Police Administration	4,390
Crime Prevention	24,800
Police Patrol	145,160
Police Investigations	15,310
Traffic Safety	40,000
Total Law Enforcement Grant	<u>229,660</u>
 RED LIGHT CAMERA PROGRAM	
Public Safety	
Police Patrol	194,220
Other Financing Sources	200,000
Total Red Light Camera Program	<u>394,220</u>
 STATE GAS TAX	
Public Works	
Streets	890,790
Street Lighting	71,180
Traffic Control	101,690
Other Financing Sources**	1,150,000
Total State Gas Tax	<u>2,213,660</u>

CITY OF COVINA, CALIFORNIA
Fiscal Year 2013-2014 Budget Appropriation

Fund/Program/Activity	Total Appropriation
TRANSIT	
Transit	
Streets	23,000
Transit Administration	74,970
Transit Operation	1,552,890
Debt Service	<u>497,130</u>
Total Transit	<u><u>2,147,990</u></u>
 AIR QUALITY	
Public Works	
Air Quality	60,400
CNG Station	<u>182,630</u>
Total Air Quality	<u><u>243,030</u></u>
 ENVIRONMENTAL SERVICES GRANT	
Environmental Protection	
Energy	120,560
Environmental Services	<u>24,100</u>
Total Downtown District	<u><u>144,660</u></u>
 MUNICIPAL PARKING DISTRICT	
Public Works	
Public Parking	<u>114,770</u>
Total Municipal Parking District	<u><u>114,770</u></u>
 LIGHTING DISTRICT	
Public Works	
Street Lighting	<u>256,310</u>
Total Lighting District	<u><u>256,310</u></u>
 LANDSCAPE DISTRICT	
Public Works	
Street Landscaping	<u>147,670</u>
Total Landscape District	<u><u>147,670</u></u>

CITY OF COVINA, CALIFORNIA
Fiscal Year 2013-2014 Budget Appropriation

Fund/Program/Activity	Total Appropriation
SEWER DISTRICT	
Public Works	
Sanitary Sewer	10,996,750
Depreciation	<u>38,050</u>
Total Public Works	<u>11,034,800</u>
 Debt Service	
Revenue	1,296,060
Capital Lease	<u>152,530</u>
Total Debt Service	<u>1,448,590</u>
Total Sewer District	<u>12,483,390</u>
 LIBRARY GRANT	
Culture and Recreation	
Library Services	<u>17,670</u>
Total Library Grant	<u>17,670</u>
 LIBRARY DONATION FUND	
Culture and Recreation	
Library Services	<u>43,510</u>
Total Library Grant	<u>43,510</u>
 PARKS AND RECREATION GRANT FUND	
Culture and Recreation	
Community Relations	10,760
Recreation Services	790
Senior Services	28,090
Cultural Arts	<u>14,660</u>
Total City Donation	<u>54,300</u>
 SHOPPERS LANE PARKING DISTRICT	
Public Works	
Public Parking	<u>6,220</u>
Total Shoppers Lane Parking District	<u>6,220</u>

CITY OF COVINA, CALIFORNIA
Fiscal Year 2013-2014 Budget Appropriation

Fund/Program/Activity	Total Appropriation
WATER UTILITY	
Water Utility	
General and Admin-Water	722,410
Utility Billing-Water	600,440
Customer Service	762,620
Sales Promotion	35,640
Source and Supply	3,370,320
Production and Storage	561,960
Transmission and Distribution	1,256,730
Depreciation	<u>746,060</u>
Total Water Utility	<u>8,056,180</u>
 Debt Service	
Revenue	1,050,930
Total Debt Service	<u>1,050,930</u>
Total Water Utility	<u>9,107,110</u>
 WATER CAPITAL	
Water Utility	
Production and Storage	669,820
Transmission and Distribution	<u>4,338,470</u>
Total Water Utility	<u>5,008,290</u>
 Debt Service	
Capital Lease	<u>488,440</u>
Total Debt Service	<u>488,440</u>
Total Water Capital	<u>5,496,730</u>
 ENVIRONMENTAL	
Environmental Protection	
General and Admin-Environmental	89,110
Energy	10,000
Street Sweeping	181,130
Environmental Services	369,610
Refuse Collection	2,890
Industrial Waste	90,260
Waste Management	299,650
Depreciation	<u>5,820</u>
Total Environmental	<u>1,048,470</u>

CITY OF COVINA, CALIFORNIA
Fiscal Year 2013-2014 Budget Appropriation

Fund/Program/Activity	Total Appropriation
CENTRAL EQUIPMENT	
Central Equipment	
Equipment Administration	50,030
Vehicle and Equipment Operation	1,714,570
Depreciation	<u>192,920</u>
Total Central Equipment	<u>1,957,520</u>
 MANAGEMENT INFORMATION SYSTEMS	
Management Information Systems	
MIS Administration	136,060
Depreciation	<u>146,920</u>
Total Management Information Systems	<u>282,980</u>
 WORKER'S COMPENSATION	
General Government	
Worker's Compensation	<u>200,000</u>
Total Worker's Compensation	<u>200,000</u>
 PUBLIC LIABILITY	
General Government	
Public Liability	<u>153,000</u>
Total Public Liability	<u>153,000</u>
 PUBLIC WORKS CIP	
Public Works	
Streets	<u>1,150,000</u>
Total Public Works	<u>1,150,000</u>
 SACRA	
LMIH - Project Area 1	
Debt Service	<u>390,420</u>
Total LMIH - Project Area 1	<u>390,420</u>
 Obligation Retirement Fund	
Other Financing Uses*	<u>4,773,670</u>
Total Obligation Retirement Fund	<u>4,773,670</u>

CITY OF COVINA, CALIFORNIA
Fiscal Year 2013-2014 Budget Appropriation

Fund/Program/Activity	Total Appropriation
Tax Allocation - Debt Area 1	
Debt Service	3,186,750
Total Tax Allocation - Debt Area 1	3,186,750
 Tax Allocation - Debt Area 2	
Debt Service	144,860
Total Tax Allocation - Debt Area 2	144,860
 Project Area 1 - Administration	
Redevelopment and Housing Administration	78,000
Redevelopment	723,630
Total Project Area 1 - Administration	801,630
 2004 Bond Private	
Housing	63,010
Total Land Proceeds - Project Areas 1 and 2	63,010
 Administration	
Redevelopment and Housing	249,820
Total Administration	249,820
Total SACRA	9,610,160
Total All Funds	79,193,440

* The Obligation Retirement Fund is not accounted for in the Transmittal Letter, as it is strictly used for pass-through purposes for distribution to all SACRA funds. As it is accounted for as an "expenditure," it must be adopted as such. However, it does not represent any additional "external" expenditures. When including revenues, the net affect is "zero."

** The Other Financing Sources expense in the State Gas Tax Fund is a transfer to a Capital Improvement Fund. As it is accounted for as an "expenditure," it must be adopted as such. However, it does not represent any additional "external" expenditures.

RESOLUTION NO. 13-012

**A RESOLUTION OF THE SUCCESSOR AGENCY TO THE
COVINA REDEVELOPMENT AGENCY ADOPTING THE
COVINA SUCCESSOR AGENCY ANNUAL BUDGET FOR
THE FISCAL YEAR COMMENCING JULY 1, 2013 AND
ENDING JUNE 30, 2014**

WHEREAS, the Executive Director has, heretofore, presented to the Successor Agency to the Covina Redevelopment Agency the proposed budget for the fiscal year beginning July 1, 2013 and ending June 30, 2014; and

WHEREAS, copies of said proposed budget are on file in the City Clerk's office; and

WHEREAS, the revenue and appropriations are reported in Exhibit B of this resolution.

NOW, THEREFORE, BE IT RESOLVED by the Successor Agency to the Covina Redevelopment Agency as follows:

SECTION 1. Said proposed Successor Agency to the Covina Redevelopment Agency budget is hereby adopted as the budget of the Successor Agency for the fiscal year commencing July 1, 2013 and ending June 30, 2014. The Successor Agency budget consists of the estimated and anticipated expenditures and revenues for the fiscal year and as related shall be deemed to be debt of the Successor Agency.

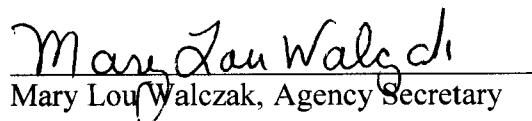
SECTION 2. There are hereby appropriated for obligation and expenditure by the Executive Director the amounts shown for the various funds and accounts separately set forth in the Successor Agency to the Covina Redevelopment Agency proposed budget for fiscal year 2012-2013.

SECTION 3. That the Executive Director shall have the authority to incur obligations and enter into contracts less than Twenty Five Thousand Dollars (\$25,000.00) without prior written approval of the Agency, provided that such expenditures are consistent with the budget.

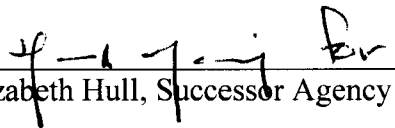
APPROVED AND ADOPTED this 18th day of June, 2013.


Walter Allen, III, Chairperson

ATTEST:


Mary Lou Walczak, Agency Secretary

APPROVED AS TO FORM:


Elizabeth Hull, Successor Agency Counsel

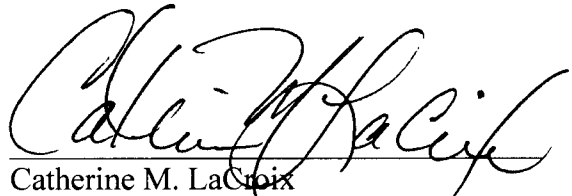
I, Catherine M. LaCroix, Secretary of the Successor Agency to the Covina Redevelopment Agency, hereby CERTIFY that Resolution No. 13-012 was adopted by the Covina Redevelopment Agency at a regular meeting of the Agency held this 18th day of June 2013, and was approved and passed by the following vote:

AYES: ALLEN, DELACH, KING, LOW, STAPLETON

NOES: NONE

ABSTAIN: NONE

ABSENT: NONE


Catherine M. LaCroix
Agency Secretary

Total City and Successor Agency Appropriations

	City		Successor	
	General	Restricted	Agency	Total
Expenditures				
General Government	\$ 69,690	\$ 381,800	\$ -	\$ 451,490
Public Safety:				
Police Services	15,635,050	623,880	-	16,258,930
Fire Safety Services	8,118,610	-	-	8,118,610
Public Works	1,658,220	3,048,670	-	4,706,890
Culture and Recreation:				
Parks and Recreation	3,163,010	54,300	-	3,217,310
Library Services	1,231,660	61,550	-	1,293,210
Community Development	970,940	-	-	970,940
Transit	-	2,124,990	-	2,124,990
Redevelopment and Housing	-	428,300	-	428,300
Successor Agency	-	-	1,114,460	1,114,460
Water Utility	-	14,603,840	-	14,603,840
Environmental Protection	-	1,193,130	-	1,193,130
Sewer Utility	-	11,187,330	-	11,187,330
Central Equipment	-	1,957,520	-	1,957,520
Management Information Systems	-	282,980	-	282,980
Miscellaneous	67,270	199,480	-	266,750
Debt Service	-	1,296,060	3,722,030	5,018,090
Other Financing Uses	75,000	-	-	75,000
Total Expenditures	\$ 30,989,450	\$ 37,443,830	\$ 4,836,490	\$ 73,269,770

Total City and Successor Agency Revenues

	City		Successor	Total
	General	Restricted	Agency	
Revenues				
Taxes	\$ 25,721,000	\$ 54,390	\$ 4,773,670	\$ 30,549,060
Licenses and Permits	572,000	81,660	-	653,660
Intergovernmental	844,830	5,971,990	-	6,816,820
Charges for Services	2,131,440	564,380	700,840	3,396,660
Fines and Forfeits	751,000	219,220	-	970,220
Special Assessments	-	2,467,500	-	2,467,500
Water Revenue	-	9,561,000	-	9,561,000
Refuse/Waste Revenue	-	903,000	-	903,000
Central Equipment Charges	-	1,417,800	-	1,417,800
Investment Earnings	150,000	304,180	260	454,440
Miscellaneous	276,250	142,910	-	419,160
Other Financing Sources	870,000	75,000	-	945,000
Total Revenues	<u>\$ 31,316,520</u>	<u>\$ 21,763,030</u>	<u>\$ 5,474,770</u>	<u>\$ 58,554,320</u>

RESOLUTION NO. 13-7176

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY
OF COVINA, CALIFORNIA, AMENDING THE FISCAL
YEAR 2013-2014 GENERAL FUND BUDGET**

WHEREAS, the City of Covina is a municipal corporation duly organized and existing pursuant to the Constitution and laws of the State of California ("City"); and

WHEREAS, the budget for the City of Covina for fiscal year commencing July 1, 2013 and ending June 30, 2014 was approved on June 18, 2013; and

WHEREAS, the approved budget is in accordance with all applicable ordinances of the City and all applicable statutes of the State; and

WHEREAS, the reallocation of the appropriations between departmental activities may be made by the City Manager, amendments (increases/decreases) to the Budget shall be by approval and Resolution of the City Council.

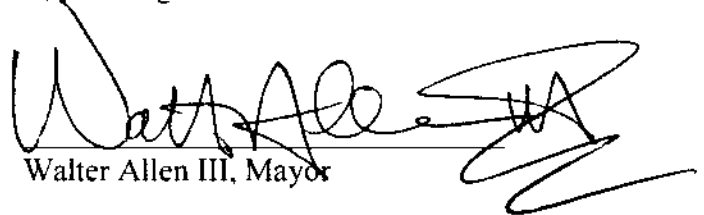
NOW, THEREFORE, BE IT RESOLVED AND ORDERED by the City Council of the City of Covina, as follows:

SECTION 1. Amend the fiscal year 2013-2014 General Fund Budget as follows:

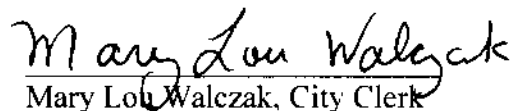
- Increase Appropriations in Account Number 1010-3400-52100 \$50,000
- Increase Revenue in Account Number 1010-0000-49150 \$500,000

SECTION 2. The City Clerk shall certify to the adoption of this resolution.

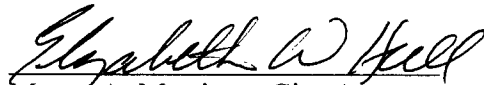
PASSED, APPROVED AND ADOPTED this 20th day of August, 2013.


Walter Allen III, Mayor

ATTEST:


Mary Lou Walczak, City Clerk

APPROVED AS TO FORM:

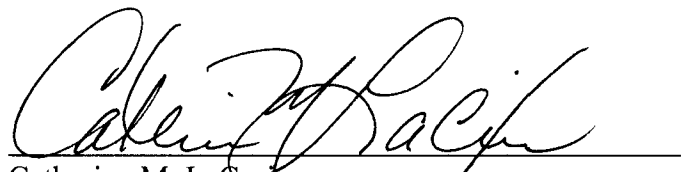

Marco A. Martinez, City Attorney

CERTIFICATION

I, Catherine M. LaCroix, Senior Deputy City Clerk of the City of Covina, California, do hereby certify that the forgoing Resolution No. 13-7176 was introduced and adopted by the Covina City Council at a regular meeting thereof held on the 20th day of August, 2013, by the following vote of the Council:

AYES:	ALLEN, KING, MARQUEZ, STAPLETON
NOES:	NONE
ABSENT:	DELACH
ABSTAIN:	NONE

IN WITNESS THEREOF, I have hereunto set my hand and affixed the official seal of the City of Covina, this 20th day of August, 2013.


Catherine M. LaCroix
Senior Deputy City Clerk

RESOLUTION NO. 13-013

**A RESOLUTION OF THE SUCCESSOR AGENCY TO THE
COVINA REDEVELOPMENT AGENCY AMENDING THE
COVINA SUCCESSOR AGENCY ANNUAL BUDGET FOR
THE FISCAL YEAR COMMENCING JULY 1, 2013 AND
ENDING JUNE 30, 2014**

WHEREAS, the budget for the Successor Agency to the Covina Redevelopment Agency for fiscal year commencing July 1, 2013 and ending June 30, 2014 was approved on June 18, 2013; and

WHEREAS, the approved budget is in accordance with all applicable ordinances of the Agency and all applicable statutes of the State; and

WHEREAS, the reallocation of the appropriations between departmental activities may be made by the Executive Director, amendments (increases/decreases) to the Budget shall be by approval and Resolution of the Agency Board.

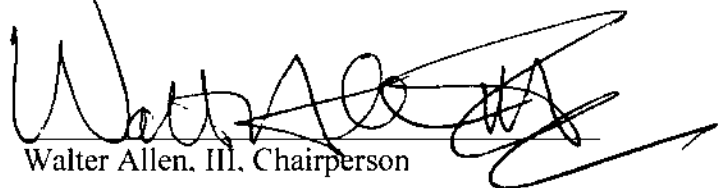
NOW, THEREFORE, BE IT RESOLVED by the Successor Agency to the Covina Redevelopment Agency as follows:

SECTION 1: Said proposed Successor Agency to the Covina Redevelopment Agency budget is hereby amended as the budget of the Successor Agency for the fiscal year commencing July 1, 2013 and ending June 30, 2014. The Successor Agency budget consists of the estimated and anticipated expenditures and revenues for the fiscal year and as related shall be deemed to be debt of the Successor Agency.

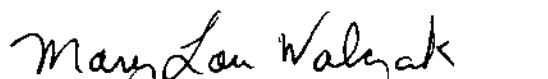
SECTION 2: Amend the fiscal year 2013-2014 Successor Agency Budget as follows:

- Increase Appropriations in Account Number S5140-0000-59110 by \$599,465 and S5130-0000-59110 by \$535.

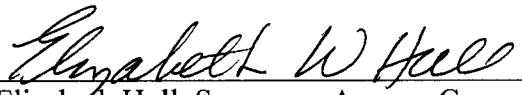
PASSED, APPROVED AND ADOPTED this 20th day of August, 2013.


Walter Allen, III, Chairperson

ATTEST


Mary Lou Walczak, Agency Secretary

APPROVED AS TO FORM:


Elizabeth Hull, Successor Agency Counsel

CERTIFICATION

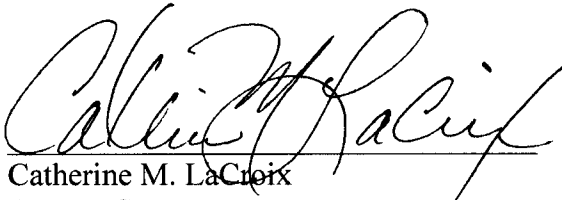
I, Catherine M. LaCroix, Secretary of the Successor Agency to the Covina Redevelopment Agency, hereby certify that Resolution No. 13-013 was adopted by the Covina Redevelopment Agency at a regular meeting of the Agency held this 20th day of August, 2013, and was approved and passed by the following vote:

AYES: ALLEN, KING, MARQUEZ, STAPLETON

NOES: NONE

ABSTAIN: NONE

ABSENT: DELACH


Catherine M. LaCroix
Agency Secretary

RESOLUTION 13-7166

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY
OF COVINA, CALIFORNIA, ESTABLISHING THE 2013-
2014 APPROPRIATION LIMIT FOR THE CITY OF
COVINA**

WHEREAS, Chapter 1205, 1980 Statutes of the Government Code, Section 7910 requires that each local government establish its appropriation limit by resolution each fiscal year at a regularly scheduled City Council meeting or a noticed special meeting; and

WHEREAS, any challenge to the 2013-2014 fiscal year appropriation limit must be brought within forty-five days of the resolution effective date.

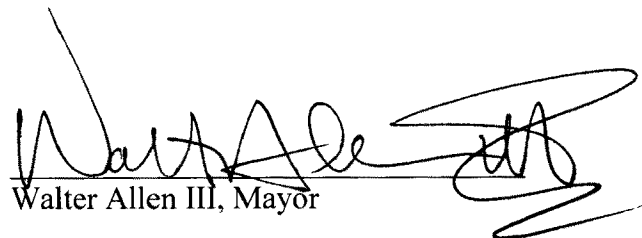
**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL AS
FOLLOWS:**

SECTION 1. The City Council does hereby determine that the annual adjustment factors to be selected in modifying the prior-year appropriation limit are the increase in the County's population and the per capita cost of living change.

SECTION 2. The City Council does hereby determine and declare that the City of Covina's appropriation limit for fiscal year 2013-2014 is \$80,099,015 per attached Exhibits B and C.

SECTION 3. The City Clerk shall certify to the passage and adoption of this resolution, and the same shall thereupon take effect and be in force.

PASSED, APPROVED AND ADOPTED this 18th day of June 2013.


Walter Allen III, Mayor

ATTEST:

Mary Lou Walczak
Mary Lou Walczak, City Clerk

APPROVED AS TO FORM:

Marco A. Martinez
Marco A. Martinez, City Attorney

CERTIFICATION

I, Catherine M. LaCroix, Deputy City Clerk of the City of Covina, hereby certify that Resolution No. 13-7166 was adopted by the Covina City Council at a regular meeting of the City Council held this 18th day of June 2013, and was approved and passed by the following vote:

AYES:	ALLEN, DELACH, KING, MARQUEZ, STAPLETON
NOES:	NONE
ABSENT:	NONE
ABSTAIN:	NONE

Catherine M. LaCroix
Catherine M. LaCroix
Deputy City Clerk

EXHIBIT B
CITY OF COVINA, CALIFORNIA
2013-2014
Appropriation Limit Calculation

Appropriation Limit Calculation

Appropriation limit for the 2012-2013 fiscal year		\$ 75,156,949
PER Capita Cost of Living Change	1.0585	
Percent Growth in County Population	<u>1.0069</u>	
Total Adjustment	1.0658	
2013-2014 Appropriation Limit		<u>\$ 80,099,015</u>

Appropriation Subject to Limitation

2013-2014 Appropriation Limit	\$ 80,099,015
Less: Proceeds from taxes	(26,046,000)
Add: Users Fees in excess of costs	<u>-</u>
Total Appropriations Under Limitation	<u><u>\$ 54,053,015</u></u>

EXHIBIT B

CITY OF COVINA
SCHEDULE OF ESTIMATED REVENUES
PROCEEDS AND NON-PROCEEDS FROM TAXES
Based on 2013-2014 Budget

	Proceeds from Taxes	Non-Proceeds from Taxes	Total Proceeds/Non- Proceeds
General Fund			
Taxes			
Property Taxes - Current Year Secured	\$ 6,315,000		\$ 6,315,000
Sales and Use Taxes	6,125,000		6,125,000
Franchises	1,395,000		1,395,000
Utility Users Tax	5,200,000		5,200,000
Other Taxes	1,030,000		1,030,000
License & Permits		\$ 572,000	572,000
Fines & Foreitures		751,000	751,000
Intergovernmental		519,830	519,830
Property Tax in Lieu of Sales Tax	2,200,000		2,200,000
Property Tax in Lieu of MVL	3,781,000		3,781,000
Motor Vehicle In-Lieu of Fees			-
Other Inter-agency revenue			-
Charges for Current Services - User Fees		2,089,210	2,089,210
Miscellaneous Revenue		746,250	746,250
Net - Transfers		-	-
 Total proceeds from taxes	 <u>\$ 26,046,000</u>		
Total nonproceeds from taxes		<u>\$ 4,678,290</u>	
Total Proceeds/Nonproceeds			<u>\$ 30,724,290</u>

EXHIBIT C